PERSONNEL

CHEYENNE & ARAPAHO TRIBES

P.O. Box 167
Concho, OK 73022
(405) 422-7498
FAX (405) 422-8222

****VACANCY ANNOUNCEMENT****

POSITION: Teacher, Child Care (On-Call)

LOCATION: Concho

ISSUE DATE: April 23, 2014 **CLOSING DATE: UNTIL FILLED**

GENERAL DESCRIPTION: The Teacher is responsible for implementing the daily learning and care of all Center children. The teacher incorporates early educational learning guidelines in daily interactions with children and focuses on strong parent interaction/involvement. Maintain a safe and healthy learning environment. Assist in implementing the educational component of the child care center in accordance with established rules and regulations.

DESCRIPTION OF DUTIES:

* Manage the classroom program;
* Supervise and guides each child's development;
* Plan and organize classroom curriculum;
* Work as a team with other teachers (in primary classroom and other classrooms)
* Provides feedback to members of the team;
* Maintains appropriate records;
* Works with the parents;
* Participates in center events;
* Adheres to all DHS and STARS licensing Requirements
* Acquires annually 20 hours of Tier II or higher level training
* Maintain and upkeep of classroom environment.
* Teaches in other classrooms if necessary
* Sanitize classroom to control the spread of germs once a week or as needed (infant and toddler equipment is sanitized daily)
* Sanitize restroom daily
* Work with others to ensure Center laundry is completed. (All Staff)
* Assist in kitchen duties (food handlers required) as necessary
* Must work in a professional manner at all time
* Other duties as assigned

SALARY: Negotiable, depending on qualifications and experience.

APPLICATION PROCEDURE: Submit Tribal Application, Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma
Personnel Department
P.O. Box 167
Concho, OK 73022
tkremeier@c-a-tribes.org
Toll Free 1 (800) 247-4612 ext. 27498

To view all our current vacancy announcements, please visit our website at: www.c-a-tribes.org