

KICKAPOO TRIBE OF OKLAHOMA



NOTICE OF VACANCY

EMPLOYMENT: Teacher
DEPARTMENT: Kickapoo Community Childcare Center
STATUS: Full Time
DEADLINE: Open Continuously

JOB DESCRIPTION:

The Teacher is to provide assistance to the master teachers with the day to day activities and operations to ensure optimal provision of instruction and care for children, the incumbent is responsible for the safety and wellness of the children in their care. The teacher performs all related functions necessary to ensure the smooth operation of the center as well as other duties as assigned.

MINIMUM REQUIREMENTS:

Job Qualifications:

- **Minimum Requirements:** Must be at least 18 years of age and have no less than 1-year related experience in a childcare setting, OR have a Child Development Associate.
- Must possess a valid CDL driver's license, if required to transport children of the childcare.
- Must possess proof of training and certificates in CPR and First Aid.
- Must pass fingerprint clearance test for all appropriate agencies (such as FBI, Department of Justice, and Child Abuse Index Services)
- Must submit to pre-employment and random drug testing throughout employment.
- Must be able to perform physical activities, such as, but not limited to, lifting children or heavy items (up to 50 lbs. unassisted), bending, standing, climbing or walking. Must be able to work safely in an environment containing biological conditions which may be unhealthful or hazardous (such as bodily fluids and waste, germs, childhood diseases).

Education:

- High School Diploma or GED
- CPR and First Aid Certificates
- Must be knowledgeable in Early childhood development and appropriate practices for infants, toddlers, and young children; nurturing, care giving and education of young children; concepts of integrated curriculum development and implementation; principles of observation and assessment of young children; solid foundation in other aspects of child development; principles of parent communication and support.

Skills:

- Must have excellent communication skills both verbally and written.
- Must comply with and have knowledge of all safety practices and procedures related to DHS regulations.
- Ability to be courteous, tactful and cooperative throughout the work day.
- Ability to maintain confidentiality with regard to all phases of the job duties.

If you are interested in the positions listed above, please submit resume and/or application to:

Kickapoo Tribe of Oklahoma
Attn: Human Resources or by Fax: 405-964-7046
PO BOX 70
McLoud, OK. 74851

*The Kickapoo Tribe of Oklahoma is an At-Will Employer
Drug-Free Employer*