

# Kickapoo Community Childcare Center Job Description



Job Title: Teacher Department: KCCC

**Reports To:** KCCC Director **FLSA Status:** Non-Exempt

#### **SUMMARY**

This position organizationally falls under the Director, Kickapoo Community Childcare Center (KCCC) of the Kickapoo Tribe of Oklahoma. Operating hours are Monday through Friday, 5:30 A.M. to 6:00 P.M., working hours will be assigned to effectively provide coverage as needed. The purpose of this position 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 and also performs all related functions necessary to ensure the smooth operation of the center; other duties as assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** include but not limited to the following:

- Teaches children activities designed to promote social, physical, cultural, and Intellectual growth needs for children in the center.
- Assist Master Teacher in planning individual, and group activities to stimulate growth in language, social, and motor skills.
- Completes and submits all necessary information and reports to the immediate supervisor in a timely manner.
- Schedules parent conferences to discuss children's development and concerns; works with family to devise learning and development strategies as necessary.
- Maintains accurate attendance and enrollment records; maintains appropriate confidential records.
- Monitors children for signs of child abuse and reports incidents of suspected abuse to the KCCC Director.
- Maintains room(s) and play areas in a clean, orderly, and safe condition; sets up rooms and areas for various activities such as lunch, naps, games, etc.
- Records daily observations of children's behavior and activities; monitors behavioral patterns and develops assessment and profiles. Confers with parents and all interested parties regarding the centers activities, policies.
- Refers inquiries, complaints and suggestions, regarding the program and center to the appropriate personnel.
- Maintains confidentiality of all child care clients and personnel.
- Perform any other duties assigned by supervisor or designee.

### **QUALIFICATIONS**

• 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.



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- 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 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.

- 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 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.

### **CULTURAL**

Exposure to the Kickapoo Tribe of Oklahoma culture is preferred.

### LANGUAGE SKILLS

English language is necessary and Kickapoo language is a plus.

### ADDITIONAL REQUIREMENTS

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).