



Kickapoo Community Childcare Center Job Description



Job Title: Master Teacher
Department: KCCC
Reports To: KCCC Director
FLSA Status: Non-Exempt

SUMMARY

This position organizationally falls under the Director of the 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 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 Master Teacher 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:

Under the supervision of the KCCC Director, the Master Teacher shall assist in the developmental planning of all daily activities. Shall perform all teacher related duties as necessary to ensure the quality care to all children who attend the center. Other duties shall include: work rotating shifts as needed to meet staff-child ratios as set by State and Tribal regulations. Hold quarterly parent/teacher conference to assist the teachers and teacher aides with parent involvement activities, offer parent resources and new information concerning child growth and development. Maintain confidentiality of all Office of Child Care clients and personnel.

QUALIFICATIONS

Minimum Requirements: Must be 18 years of age and have a High school diploma or GED with four (4) years related experience and C.D.A. or Associates Degree in Early Childhood or related field. Must submit to and pass all necessary background checks and drug testing. Must have a valid driver's license.

Education: High School Diploma or GED

- Must have excellent communication skills both verbally and written
- Must have excellent leadership skills
- Must be amenable to a constantly shifting work environment with high stress levels related to the overall management and responsibility for a health care system which is varied and complex
- Must maintain all Continuing Education Units as may be required for licensure and/or certification in specialty field of study.
- Must possess and maintain a current, valid, active and unrestricted Oklahoma driver's license



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- 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.
- Ability to use standard office equipment, such as the computer, printers, copies, embossing and shredding machines.

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).