



Federally Recognized
October 3, 1950

UNITED KEETOOWAH BAND of CHEROKEE INDIANS in OKLAHOMA

P.O. Box 746 · Tahlequah, OK 74465
18263 W. Keetoowah Circle · Tahlequah, OK 74464
Main line: 918-871-2800 · Fax: 918-414-4000
www.ukb-nsn.gov

COUNCIL

Jeff Wacoche
CHIEF
O'E@G.A

Amos Ketcher
ASSISTANT CHIEF
W.P.Λ SVS O'E@G.A

Caleb Grimmatt
SECRETARY
JA.ΩP.ϕY

Sonja Gourd
TREASURER
DSW D.S.Λ.Λ

Vacant
CANADIAN
DHJ.F DJ.F

Cliff Wofford
COOWEESCOOWEE
J.O.ϕJ.O

Tishaleta Gueverra
DELAWARE
DE.O.Λ

Frankie Still
FLINT
ϕ.O.ϕS.GT

Willie Christie
GOINGSNAKE
T.O.ϕ D.O.T

Janelle Adair
ILLINOIS
ϕ.ϕ.AT

Charles Smoke
SALINE
A.S.ϕ.Y

Donald Adair
SEQUOYAH
ϕ.V.F

Sammy Allen
TAHLEQUAH
ϕ.P.T

Internal/External Announcement

Opening Date: 03/04/2026

Closing Date: 03/11/2026

Applications can be obtained and then submitted using the information listed above or by email:
m Downing@ukb-nsn.gov

Job Title: Teacher (3)

Department: Henry Lee Doublehead CDC

Location: Henry Lee Doublehead CDC Center – Tahlequah

Reports To: Site Supervisor

Status: Full-Time, Non-Exempt

Pay: BOE

Summary

The Teacher will be responsible for supporting the Master Teacher by helping to create a caring and safe environment for the children and assisting in activities to improve the overall care and quality of education. The teacher must be able to communicate, listen, and work well with others in a team environment. Assisting the staff in implementing a quality educational program and in developing positive relationships with the children and their parents, the Teacher observes and documents children's interest and progress, and relays that information back to parents and staff. Teachers are responsible for implementing developmentally appropriate activities based on children's interests and needs under the direction of the Master Teacher and the Child Care Director/Site Manager.

Essential Duties and Responsibilities

Assists the Master Teacher with the implementation of curriculum activities and encourage participation by children.

Actively engages with children in activities; manage cleanliness, maintenance, and availability of classroom materials.

Assists the Master Teacher with maintaining frequent communications with parents through informal discussions and progress reports.

Encourages self-help and good hygiene through behavior modeling.

Helps ensure smooth, daily transition from home to childcare center.

Follows all center policies and OKDHS licensing regulations.

Maintains personal professional development plan to ensure continuous quality improvement.

All other duties as assigned.

Education/Qualifications

Must be at least 18 years of age

Must have 6 months to 1-Year related experience in formal childcare setting or a combination of professional/personal experience working with children.

High School Diploma or GED, and significant college credit in early childhood education or related field of study. CDA or 6 hours of ECE credit preferred. If applicant does not hold a current CDA, upon hire,



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MUST receive CDA (Child Development Associate Credential) Within first year of employment.
Must Pass OSBI fingerprint background check upon hire.
Actively maintain twenty hours of professional development per employment year.
Understands and follows all policies and procedures, emergency, and safety protocols.

UKB and Tribal Preference applies.

An applicant may be asked to participate in an interview to establish whether he/she meets the minimum qualifications. Interviews do not create a right to employment and provide no promise or guarantee of employment with the Tribe. The United Keetoowah Band of Cherokee Indians in Oklahoma reserves the right to hire according to its Indian Preference Policy. Applicants are subject to a pre-employment drug test and at-random testing following employment. Positions with the United Keetoowah Band of Cherokee Indians in Oklahoma are subject to a 60-day introductory period. To apply, submit an application, resume, and signed position description no later than 4:00 pm on the closing date to: Human Resources Department, 18300 W Keetoowah Circle Tahlequah, OK 74464 or to m Downing@ukb-nsn.gov or via fax at (918)414-4005. For more information, visit our website at www.ukb-nsn.gov Sign below stating you have read the above job description and fully understand the qualifications, duties and responsibilities required of this position. Sign and Return job description with application packet. Application packets are not maintained after the position is filled. A new application is required for each position applied for.

Applicant Signature

Date