POSITION TITLE: Teacher (4)

DEPARTMENT: Child Care

LOCATION: Henry Lee Doublehead Child Development Center – Tahlequah

REPORTS TO: Master Teacher/Site Manager/Child Care Director

STATUS: Full-Time, Non-Exempt

PAY: BOE

OPENING DATE: 9/19/2023

CLOSING DATE: Until Filled

Summary of Duties and Responsibilities

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.

Responsibilities Requirements

1. Assists the Master Teacher with the implementation of curriculum activities and encourage participation by children.
2. Actively engages with children in activities; manage cleanliness, maintenance, and availability of classroom materials.
3. Assists the Master Teacher with maintaining frequent communications with parents through informal discussions and progress reports.
4. Encourages self-help and good hygiene through behavior modeling.
5. Helps ensures smooth, daily transition from home to childcare center.
6. Follows all center policies and OKDHS licensing regulations.
7. Maintains personal professional development plan to ensure continuous quality improvement.
8. All other duties as assigned.

Education/Qualifications

1. Must be at least 18 years of age
2. Must have 6 months to 1-Year related experience in formal childcare setting or a combination of professional/personal experience working with children.
3. 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, MUST receive CDA (Child Development Associate Credential) Within first year of employment.
4. Have First Aid/CPR certificate, Medication Administration Training (MAT), ELCCT, and Infant Safe Sleep or receive after employment and must maintain throughout employment.
5. Must Pass OSBI fingerprint background check upon hire.
6. Actively maintain twenty hours of professional development per employment year.

Supervisory Responsibilities

1. Reports to Child Care Director or Site Manager
2. Understands and follows all policies and procedures, emergency, and safety protocols.

Physical Demands

While performing the duties of this job, the employee is regularly required to stand, walk, sit stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 25 pounds.

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 [sthompson@ukb-nsn.gov](mailto:sthompson@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.

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Applicant Signature Date