POSITION TITLE: Master Teacher (2)

DEPARTMENT: Child Care

LOCATION: Henry Lee Doublehead Child Development Center – Tahlequah

REPORTS TO: 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

A Master Teacher will be responsible for developing a cohesive teaching team, coordinating the curriculum, and managing the day-to-day operational activities of their assigned classroom. A Master Teacher will be responsible for maintaining a safe, nurturing learning environment for children placed in his/her care. A Master Teacher must understand children’s cognitive, social, emotional, and physical development to ensure a safe and stimulating classroom environment where children are actively engaged and encouraged to succeed. The Master Teacher must be skilled in communicating with both children and adults to meet the needs of the children, effectively guide/mentor teachers, and resolve parental concerns.

Responsibilities Requirements

1. Coordinate and implement educational curriculum by developing classroom activities based on developmentally appropriate practices and Early Learning Guidelines.
2. Lead by example; encourage teaching team success through modeling and coaching.
3. Plan individual and group age-appropriate activities to actively engage children and encourage social, cognitive, and emotional growth.
4. Maintain frequent communications with parents through informal discussions, progress reports, and parent-teacher conferences.
5. Ensure all center policies and state regulations are met.
6. Ensure a healthy classroom environment – including maintaining appropriate hygiene and cleanliness standards and safety and security of children.
7. Supervise teachers to ensure they are following planned activities, hygiene, and safety standards.
8. Maintain accurate records, forms, and files for the assigned classroom/children.
9. Follows all center policies, CACFP guidelines, and OKDHS licensing regulations.
10. Maintain personal professional development plan to ensure continuous quality improvement.
11. Ability to calculate and maintain child/staff ratios according to DHS standards.
12. Follow chain of command with issues and/or concerns.
13. Attend center meetings and trainings.
14. All other duties as assigned.

Education/Qualifications

1. Must be at least 21 years of age.
2. Must have no less than 2 years or more experience working in a formal childcare setting or a combination of professional/personal experience working with children.
3. Must have associate degree in early childhood education (related field of study with a minimum of 30 Credits in ECE) or equivalent from a two-year college or technical school, or hold a current Child Development Associate (CDA) and have 1-2 years related experience in a formal childcare setting, or a combination of both education and experience.
4. Strong oral and written communication skills and basic computer skills.
5. High energy and the ability to work well with others (staff, children, and parents) and to foster a team environment.
6. A strong understanding of child development.
7. Excellent leadership, organizational, and interpersonal skills.
8. Have First Aid/CPR certificate, and ELCCT or obtain after employment and must maintain throughout employment.
9. Must Pass OSBI fingerprint background check upon hire.
10. Actively maintain twenty hours of professional development per employment year.

Supervisory Responsibilities

1. Reports to Child Care Programs 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.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant Signature Date