



KIOWA TRIBE JOB OPPORTUNITY

The Kiowa Tribe of Oklahoma will be accepting applications for the following position.

Position Title: Teacher	Department: Child Care
Opening date: 3/20/2025	Closing date: 3/27/2025
# of vacancies: 1 Full-time	Location: Anadarko, OK

POSITION DETAILS:

Status: Full-time	Reports to: Child Care Director
Classification: Non-Exempt	Salary Range: \$15.00 per hour - \$19.00 per hour
Division: Kiowa Education Agency	

JOB SUMMARY: The Teacher will be responsible for putting into operation a quality program and lesson plans within the classroom and for maintaining all licensing and accreditation standards in accordance with CCDF, Oklahoma DHS and The Kiowa Tribe regulations and standards. The teacher will provide and maintain a positive learning environment beneficial to the well-being of young children utilizing evidence-based practices. Furthermore, the teacher will implement the Kiowa Language and culture in the assigned classrooms.

RESPONSIBILITIES:

- Maintain client, child care program and The Kiowa Tribe policies regarding confidentiality.
- Provide appropriate classroom management and adhere to program discipline policy.
- Plans, directs, and participates in activities to encourage social, emotional, physical, and cognitive development of children.
- Create and implement lesson plans and submit to the center director using the Early Learning Guidelines. Post in the classroom.
- Plan activities in accordance with the curriculum objective.
- Maintain your classroom in a clean and organized manner.
- Ensure that your class has a safe and healthy environment.
- Arrange the classroom as needed to meet the needs of the children and to create a learning environment for children.
- Maintain Staff-to-child ratios at all times, ensuring that your class is adequately supervised at all times.
- Maintain daily meal counts and attendance.
- Coordinate and plan field trips to include making the permission slip and notifying director and families well in advance of planned trips.
- Report all injuries/accidents to the center director or next in charge and make sure documentation is done for center and parent/guardians.
- Maintain anecdotal records of children in your care and plan to meet with families twice a year for Family Conferences.
- Report progress and any concerns at family conferences that will need to be scheduled twice a year.
- Ensure daily communication with families, your fellow staff members, and the center director.
- Communicate with parents/family and have current contact information, so that you can notify parents/family of emergencies, closing, etc.
- Must take a Safe Sleep and Entry Level Child Care Training (ELCCT) Course upon hire date.
- Enroll and complete a minimum of 20 hours of approved childcare training annually.

HOW TO APPLY: Complete an employment application which is available online at: kiowatribe.org/job-opportunities.

**Submit completed applications to hr@kiowatribe.org or drop off at 100 Kiowa Way, Carnegie, Ok 73015.

- Attend In-service training, trainings, and staff meetings.
- Committed to integrating the Kiowa Language and Culture into daily ongoing activities.
- Complete daily and weekly cleaning duties.
- Report any suspected child abuse to proper authorities.
- All other duties as designated by the center director.

QUALIFICATIONS:

- Have High School Diploma or GED
- Possess or working towards obtaining a Child Development Associate (CDA) credentials/coursework, OR College credit hours in Early Child Development, Child Development or related field, OR have at least 1 year experience with working with children.
- Meet and maintain all OKDHS Child Care Licensing standards for health, safety and learning environments, as well as an awareness of applicable federal regulations from the Office of Child Care.
- Must be able to lift children assigned to your care and maintain classroom cleanliness.
- Be computer literate.
- Have excellent communication skills, and rapport with adults and children.
- Have no felon convictions or misdemeanor convictions for offense relating to children or violent offenses.

REQUIREMENTS:

- Obtain and hold valid Oklahoma Driver's License
- Pass drug testing requirements
- Pass National Criminal History Records Review Check
- Obtain and maintain current CPR/First Aid Certification
- Obtain and maintain current Food Handler's Permit

PHYSICAL DEMANDS AND WORKING CONDITIONS:

- Lifting & Holding Children up to 50lbs
- Being able to do light maintenance work to include cleaning and organizing playground area, picking up toys, sweeping, moping, vacuuming, taking out trash, cleaning bathrooms.
- Room Arrangements as needed.
- Loading and unloading supplies/equipment & groceries.
- Being physically mobile (getting up and down from floor and chair, moving to get on children's level)

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