



KIOWA TRIBE JOB OPPORTUNITY

The Kiowa Tribe, Carnegie, Oklahoma, is hiring immediately, complete a Kiowa Tribe Employment Application, available on-line at: kiowatribe.org/careers

Job Opportunity: KTJA-25-001	Opens: 07/10/24 Closes: OUF
Position Title: Lead Teacher	
Salary Rate: \$15.00 to \$20.00 per hour	Duty Location: Carnegie, OK

JOB SUMMARY

The Lead Teacher is to provide a warm, nurturing, safe and loving environment where self-concepts are enhanced, independence is encouraged and individually is respected. Responsible for the operation of the Head Start classroom including; the general planning of educational, health, nutrition and family engagement activities for the classroom.

Reports To: Site Supervisor

HOW TO QUALIFY FOR THE JOB

Educational Requirements: Bachelor's degree in Early Childhood Education or related field and coursework equivalent to major relating to early childhood education, with experience teaching preschool age children preferred; Associates degree in Early Childhood Education or related field with experience teaching preschool age children; working or willing to work towards a bachelor's degree in Early Childhood Education.

- Maintain compliance with DHS full day licensing requirements.
- Abide by Head Start Program Performance Standards.
- Comply with all applicable federal, state and tribal regulations, policies and procedures.
- Promote school readiness while adhering to Kiowa Tribe Head Start policies and procedures; follow curriculum, develop and implement weekly lesson plans in accordance with My Teaching Strategies and submit to Education/Disabilities Services Manager for approval.
- Maintain a clean, neat classroom, keep toys and equipment clean and in good condition.
- Establish and maintain good communications with parents and staff.
- Advocate and act as a liaison for Head Start children and families.
- Submit required reports to designated managers and Head Start Director when they are due; i.e. monthly average daily attendance, school readiness checkpoints, health/screening referrals, center inspections.
- Other duties as assigned.

EMPLOYEE BENEFITS AVAILABLE

Leave Benefits, (15) Paid Holidays Medical / Dental / Vision

\$25,000 Basic Life and \$25,000 AD&D insurance coverage at no cost to employee

401K with 3% employer contribution, per plan requirements

WHAT ARE THE JOB REQUIREMENTS?

- Lifts 50 lbs.
- Sitting for long periods of time while on the computer and in training.
- Driving Head Start vehicles.
- Cleaning (vacuuming, sweeping, moping, scrubbing.)

SUBMIT TO: HR@kiowatribe.org or

DROP OFF AT: 100 W. Kiowa Way, Carnegie, OK 73015 Phone: 580-654-6465

Kiowa Tribe does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. Kiowa Tribe is subject to applicable Indian Preference guidelines and reserves the right to apply and utilize Indian Preference in its hiring and employment activities.