



KIOWA TRIBE JOB OPPORTUNITY

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

Position Title: Site Supervisor	Department: Head Start
Opening date: 03/10/2024	Closing date: OUF
# of vacancies: 1	Location: Carnegie, Oklahoma

POSITION DETAILS:

Status: Full-time	Reports to: Head Start Director
Classification: Non-Exempt	Salary Range: \$18.00 to \$23.00 per hour
Division: Kiowa Education Agency	

JOB SUMMARY:

The Head Start Site Supervisor must provide a warm, nurturing, safe, and loving environment where self-concepts are enhanced, independence is encouraged, and individuality is respected. Responsible for the operation of the Head Start center.

RESPONSIBILITIES:

- Ensure compliance with DHS full day licensing requirements.
- Daily supervision of center-based staff.
- Daily oversight of classroom activities and children.
- Abide by Head Start Program Performance Standards.
- Comply with all applicable federal, state, and tribal regulations, policies and procedures.
- 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 referral, site meeting minutes, center inspections.
- Other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree in early childhood education or related field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool age children preferred.
- Associate's degree in early childhood education or related field with experience teaching preschool age children; working or willing to work toward a bachelor's degree in early childhood education with 2 years' experience in a licensed childcare facility.
- Computer literate.

REQUIREMENTS:

- Must possess a valid Oklahoma state driver's license and be insurable under the Kiowa Tribe's Driving Policy.
- Must submit to and pass a pre-employment background check and pre-employment drug test.
- Positions are subject to random drug testing according to the Tribe's Drug-Free Workplace Policy.
- Current physical exam will be required as well as current TB test and COVID-19 vaccination.

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.

- Must complete Head Start Orientation (ELCCT, DELCCT, First Aid/CPR certification within 90 days.)
- Food Handler's certification

PHYSICAL DEMANDS AND WORK CONDITIONS:

- Lift 50lbs
- Sitting for long periods of time while on the computer and in training.
- Driving Head Start vehicles.

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