

Caddo Nation of Oklahoma – Vacancy Announcement

Below you will find the vacancy announcement, qualifications, and requirements. To be considered for the position you must fill out a Caddo Nation of Oklahoma Employment Application available at the Administration building, or may be found at www.mycaddonation.com/employment. The Caddo Nation of Oklahoma does not discriminate in employment opportunities or practices based on race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. The Caddo Nation of Oklahoma is subject to applicable Indian Preference guidelines and reserves the right to apply and utilize Indian Preferences in its hiring and employment activities.

Job Title:	Cultural Instructor	Posting Date:	10/6/2021	Closing Date:	Open Until Filled
Department:	Child Care	Status:	Regular Full-Time		
Duty Location:	Caddo Nation Hdqtrs., Binger, Oklahoma	Salary:	Based on Education and Experience		

Job Summary:

Responsible for the planning, coordination and implementing classroom activities revolving around the Caddo culture and language. Responsible for development of lesson plans and instruction aids for use in the classroom. Aid in the development of language and cultural goals for the Child Care Program. Conduct research pertaining to Caddo culture and language. Prepare instructional materials. Maintains necessary program records as required. Responsible for maintaining discipline, keeping facilities safe, clean, and protect the welfare of the children in the classroom and vehicles. Attend appropriate training courses, workshops, conferences, and other meetings as required.

Qualifications:

High School Diploma or GED
One or more years experience working with preschool or school age children in a group setting.
One or more years working with native languages and cultural programming.
Knowledge of emergency contacts, community resources, and contact persons.

Basis of Rating: *An evaluation of education and experience will be conducted on qualified applicants. Please submit a brief summary describing how you meet the qualifications as listed above.*

Requirements:

Knowledge of Caddo culture and language.
Basic computer skills that include Email, Word, Excel, and Publisher.
Ability to follow oral and written instructions.
Ability to work preschool and school age children in a group setting.

Application Procedure:

Submit the following:

- A current Caddo "Job Application"
- A Certificate of Degree of Indian Blood (CDIB), if applicable
- Current valid Oklahoma Driver's License
- College Degree and/or Transcript, Certificates of Completion or Proficiency
- Other Documents Deemed Applicable

Where to Apply:

Name	Address	Phone Number	Email Address
Caddo Nation of Oklahoma Personnel Dept.	PO Box 487 Binger, OK 73009	(405)656-2344	cwheeler@mycaddonation.com