

Kiowa Tribe – Vacancy Announcement

Below you will find the vacancy announcement, qualifications, and requirements. To be considered for the position you must fill out a Kiowa Tribe Employment Application available at the Kiowa Tribal Complex, or may be found at www.kiowatribe.org/job-vacancies.html. The 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. The Kiowa Tribe 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:	Teacher	Posting Date:	03/27/18	Closing Date:	Open Until Filled
Department:	Kiowa Child Care Center	Status:	Regular Full-Time	Multiple Postions	
Duty Location:	Anadarko, Oklahoma	Salary:	\$8.00 - \$14.00/hr		

Job Summary:

The Teacher will be responsible for implementing lesson plans and the programming within the classroom and for maintaining all licensing and accreditation standards in accordance with the Kiowa Child Care Center Policies & Procedures and the Kiowa Tribe Polices & Procedures. The Teacher will provide and maintain a positive learning environment based on evidence-based practices according to the National Association for the Education of Young Children's Ethical Code of Conduct and the latest developments in early care and education research. The Teacher will also participate in the Child & Adult Care Food Program requirements and family style dining. Furthermore, the teacher will assist in implementation of the Kiowa Language in the assigned classroom(s).

NOTE: The Kiowa Tribe provides a comprehensive benefits package including: leave benefits, (13) paid holidays, health insurance plan providing eligible employees access to medical, dental, & vision care insurance benefits, \$25,000 Basic Life and \$25,000 Basic AD&D insurance coverage at no cost to employees, and 3% employer contribution into the Employee Savings Trust Plan (401k).

Qualifications:

High School Diploma or GED.
 Possess or working towards obtaining a Child Development Associate Credential (CDA) OR an Associate Degree in Early Childhood.
 Knowledge of the 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.
 Computer literate.
 Excellent communication skills with adults and children.

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:

Must possess and retain the following while in employment with the Kiowa Tribe of Oklahoma:

1. Valid Oklahoma Drivers License
2. Pass drug testing requirements
3. Pass National Criminal History Background Check
4. Annual TB test
5. Annual Child Care Staff Physical
6. Current on required immunizations (verified by Health Professional)
7. Obtain and maintain current CPR/First Aid Certification
8. Obtain and maintain current Food Handler's Permit.
9. Complete 20 hours of Early Learning Child Care Training (ELCCT) within 90 days of initial appointment
10. Annual required professional development training

Application Procedure:

Submit the following:

- A current Kiowa "Job Application"
- A copy of Indian Preference Form 5-4432, 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	Fax Number	Email Address
Kiowa Tribe HR Dept.	PO Box 369 Carnegie, OK 73015	(580)654-6317	(580)654-2855	hr@kiowatribe.org