

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. 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:	Child Care Teacher	Posting Date:	3/6/2019	Closing Date:	3/20/2019
Department:	Child Care	Status:	Regular Full-Time		
Duty Location:	Anadarko, OK	Salary:	\$12.00 - \$18.00 per hour		

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 on accordance with CCDF, Oklahoma DHS, 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 according to the National Association for the Education of Young Children's Ethical Code of Conduct and the latest developments and family style dining. Furthermore, the teacher will implement the Kiowa Language and culture in the assigned classroom.

Qualifications:

1. Have High school diploma or GED.
2. 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.
3. Meet and maintain all OKDHS Child Care Licensing standards for health, safety and learning environment, 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.
4. Be computer literate.
5. Have excellent communication skills and rapport with adults and children.
6. Have no felony convictions or misdemeanor convictions for offenses relating to children or violent offenses.

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:

1. Obtain and hold a valid Oklahoma Driver's license.
2. Pass drug testing requirements.
3. Pass National Criminal History Records Review Check
4. Annual Child Care Staff Physical Exam, annual TB Test and current immunizations (verified by a medical professional)
5. Obtain and maintain current CPR/First Aid Certification and maintain a current Food Handler's Permit.

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 10 Carnegie, OK 73015	(580)654-6317	(580)654-2855	hr@kiowatribe.org