

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:	Lead Teacher	Posting Date:	3/6/2019	Closing Date:	3/20/2019
Department:	Head Start	Status:	Regular Full-Time		
Duty Location:	Carnegie, OK	Salary:	\$10.00 - \$15.00 per hour		

Job Summary:

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 classroom including; general planning of educational, health, nutrition, and family engagement activities for the classroom. Ensure adherence to established guidelines and recommend improvements (i.e. provide effective record keeping, monitor student progress and attendance, daily operation of center)

Plan and implement learning experiences that advance the intellectual and physical development of children. Improve the readiness if children for school by developing their literacy, phonemic and print awareness, understanding and use of increasingly complex and varied vocabulary, and their appreciation of books. Also, improve children's understanding of early math and science, problem-solving abilities and their approaches to learning.

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:

1. 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. Or
2. Associates Degree in Early Childhood Education with experience teaching preschool age children;
3. Computer literate

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. Pass a drug screen.
 2. Pass Criminal History Review with fingerprinting and DHS Criminal Background Review.
 3. Current physical exam is required and current immunization record including annual TB test.
 4. Valid Oklahoma Driver's License
 5. Will be required to complete First Aid/CPR certification within 90 days.
- Food Handler's certification.

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