**KIOWA TRIBE JOB OPPORTUNITY**

The Kiowa Tribe Carnegie, Oklahoma, is hiring immediately, complete a Kiowa Tribe Employment Application, available on-line at: [kiowatribe.org/job-opportunities](http://kiowatribe.org/job-opportunities)

<table>
<thead>
<tr>
<th>Job Opportunity#: KTJA-22-19</th>
<th>Opens: 03/11/2022</th>
<th>Duty Location: Carnegie, OK</th>
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</thead>
<tbody>
<tr>
<td>Position Title: Head Start Lead Teacher Aide</td>
<td>Closes: OUF</td>
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<td>Salary Rate: $10.00 - $14.00 per hour</td>
<td>Position: Regular Full-time</td>
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<td>Category: Non-Exempt</td>
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**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; the 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 experience that advance the intellectual and physical development of children. Improve the readiness of children for school by developing their literacy, phonemic, and print awareness, their understanding and use of increasingly of early math and science, problem-solving abilities and their approaches to learning.

**Goal:** Developing the social and interpersonal skills of school age children. Provide interesting, stimulating and challenging activities for the children.

**Reports To:** Head Start Director

**HOW TO QUALIFY FOR THE JOB:**

**Education:** Bachelor's degree/Associates 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.

**Experience**

- Teaching pre-school age children
- Computer literate.

**EMPLOYEE BENEFITS AVAILABLE:**

- Leave benefits, (13) paid holidays
- Medical, dental, and vision care benefits
- $25,000 Basic Life and $25,000 Basic AD&D insurance coverage at no cost to employees
- 401k with 3% employer contribution into the Employee Savings Trust Plan, when you enroll

**WHAT ARE THE JOB 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

**HOW TO APPLY:**

Submit a Kiowa Tribe Application + Copy of valid Oklahoma state driver’s license Copy of Indian Preference form 5-4432 OR valid federally-recognized Tribal I.D. College Transcripts OR Certificates of Completion (if required to qualify).

Submit To E-mail: hr@kiowatribe.org  
Phone: 580-654-6464  
OR drop off at: 100 Kiowa Way, Carnegie OK 73015

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.