**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-22-20</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 Classroom Assistant (2)</td>
<td>Closes: OUF</td>
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<td>Salary Rate: $10.00 - $15.00 per hour</td>
<td>Position Category: Regular Full-time</td>
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<td>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. Assist with implementing learning experiences 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 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.

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

**Reports To:** Lead Teacher

**HOW TO QUALIFY FOR THE JOB:**

**Education:** High School Diploma or GED.

**Experience:**
- Maintain compliance with DHS full day licensing requirements.
- Computer Literate.
- Abide by Head Start Program Performance Standards.
- Comply with all applicable federal, state, and tribal regulations, policies, and procedures.

**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.*