Muscogee (Creek) Nation

Human Resource Management Services

Employee Requisition

PO BOX 580
OKMULGEE, OK 74447
Telephone (918) 732-7827
Toll-Free (800) 482-1979
Fax (918) 756-2284

Submitted Date 06/29/2016	Employee Requisition Number	**JOB OPPORTUNITY**	
Title/Position: **MASTER TEACHER**			
Pay Grade SG 7	Salary Range $22,380-29,161	Classification Full Time	
Department: CHILD CARE	Location: Tulsa	Location Code: 98	FT/PT 1-Full Time

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary:	Under the Supervision of the Child Development Center Supervisor, the Child Development Center Master Teacher shall assist in the developmental planning of all daily activities and provide mentoring to all teacher and aides in the classroom. Shall perform all teacher related duties as necessary to ensure quality care to all children who attend center.
Principal Duties and Responsibilities:	1. Shall be responsible for assisting teachers in the preparation and submission of daily lesson plans for the center. 2. Shall assist the Supervisor in direct supervision of Teachers and Teacher Aides. 3. Shall provide on-site mentoring for Child Care Teachers and Teacher Aides in obtaining a credential level or higher education. 4. Under direction of the Supervisor, shall hold quarterly parent/teacher conferences to assist the Teachers and Teacher Aides with parent involvement activities. Shall offer parent resources and new information concerning child growth and development. 5. Shall assist with Appropriate Room Arrangement. 6. Shall prepare parent newsletter and is responsible for the preparation and upkeep for the Parent Resource and information Board. 7. Provide New Resources for Teachers and Teacher Aides by accessing professional articles and reliable print outs via the World Wide Web and Resource/Referral materials. 8. Assist Teacher in working with parents of Special Needs children to get referred if needed and be able to assist with getting information needed. 9. Be an active member in any Early Care and Education Professional Organization. 10. Work rotating shifts as needed to meet staff-child ratios as set by State and Tribal regulations. 11. As a lead teacher must be able to get up and down from the floor while interacting with the children. 12. Must be able to lift 50 pounds, reach, stoop, get down and up off the floor. 13. Serve as "Staff in Charge" in the absence of the Director.

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Form 105

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	14. Sit and serve family style meals and snacks with children in the classroom. 15. Safely operates a Tribal vehicle and complies with regulations governing vehicle use. 16. Maintain confidentiality of all Office of Child Care clients and personnel. 17. Attend evening and weekend trainings as needed. 18. Keep Professional Ladder up to date. 19. Must maintain the correct number of training hours per year. 20. Clean classrooms and restrooms on a daily basis. 21. Shall assist by staying later in the evening to meet child/staff ratio. 22. Shall perform any other duties assigned.
Minimum Requirements:	Must be 21 years of age and have a high school diploma or G.E.D. with 4 years related experience and Child Development Associate Certificate (CDA) or Certificate of Mastery, or Associates Degree in Early Childhood or related field. Must pass all fingerprinting and background checks and drug testing.
Preferred Requirements:	Bachelors Degree in Early Childhood Development or related field with 3 years experience.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	CDL license within 3 months of employment.

Competencies:

Customer Service: Responds promptly to customer needs.

Interpersonal Skills: Maintains confidentiality; Keeps emotions under control.

Oral Communication: Speaks clearly and persuasively in positive or negative situations; Participates in meetings.

Written Communication: Writes clearly and informatively; Able to read and interpret written information.

Teamwork: Balances team and individual responsibilities.

Visionary Leadership: Inspires respect and trust.

Ethics: Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support: Follows policies and procedures; Supports organization's goals and values.

Quality: Demonstrates accuracy and thoroughness.

Quantity: Completes work in timely manner.

Safety and Security: Observes safety and security procedures.

Attendance/Punctuality: Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability: Follows instructions, responds to management direction.

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Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: ☒ Up to 50 lbs. ☐ Up to 100 lbs. ☐ Over 100 lbs.

☐ Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

☐ Fumes or airborne particles ☐ Outside weather conditions ☐ Toxic or caustic chemicals
☐ Risk of electrical shock ☐ Vibration ☐ Loud Noise

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.