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 07/22/2016	Employee Requisition Number	**JOB OPPORTUNITY**	
Title/Position: **TEACHER**			
Pay Grade SG 6	Salary Range $21,112-25,916	Classification Full Time	
Department: HEAD START	Location: Okmulgee	Location Code: 108	FT/PT 1-Full Time

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

General Summary:	Works as team member under the direct supervisor of the Center Supervisor. Have ability to work respectfully and cooperatively with a Teacher Assistant, assisting her/him in increasing professional knowledge and skills. Coordinates with the Center Supervisor to develop and implement individual educational plans for children, which help them to develop socially, intellectually, physically and emotionally in a manner appropriate to their stage of development. Understands the philosophy of the program and can describe goals and objective to others. Possesses strong oral and written communication skills. Follows guidelines set in the Muscogee (Creek) Nation Head Start and Muscogee (Creek) Nation Policies and Procedures manuals.
Principal Duties and Responsibilities:	The Teacher will prepare lesson plans, room management and all other center activities. The Teacher works collaboratively with the Teacher Assistant and volunteers to use and develop skills and abilities in planning and carrying out classroom activities. Inspects center facility, playground, vehicles, etc., documents and immediately report to the center supervisor of any repairs and maintenance needed. Use the playground as an extension of the classroom; assures that the playground is safe. Must be able to stoop, bend, stretch, climb and lift up fifty (50) pounds. Will plan and implement learning experiences that promote all development areas, including improving the readiness of children for school by developing their literacy and phonemic, print, numeric awareness and language-including English as a second language. Ensure children are supervised at all times.

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	Must attend not less that 15 clock hours of Professional Development per year. Actively pursue by attending at least 6 hours per semester to earn an Early Childhood Associate to Bachelors Degree within a specified a time period. Diligently pursue basic Muscogee (Creek) Nation language skills and continue to expand from words and numbers to practical phrases. Conducts two home visits and two parent conferences per year to keep parents informed of child's progress. Participates in the annual community assessment, as well as, conducting an ongoing recruitment. Considers goals and objectives for each child and for the group as a whole and develops realistic lesson plans responsive to the needs of all the children. Implements procedures that help children make a smooth transition from one group to another. Maintains current and accurate records as required by the program and for assuring their strict confidentiality. Maintain a comprehensive and ongoing portfolio assessment for each child including weekly observations in each area, examples of child's work and developmental assessment completed as per procedure. Where no bus driver is employed, the teacher will operate the bus on a daily basis to transport students to and from the Head Start Center to field trips and other activities. Must be able to enter and exit vehicle without assistance. Maintains the cleanliness of the center by sweeping and mopping floor; vacuuming centers and disinfecting restrooms. Assist in the daily cleaning of buses. Observe strict confidentiality regarding children, their families and staff; also ensure parents are aware of this policy. Must sign a statement of Compliance of Confidentiality. Must attend all training, workshops and meetings provided and implement knowledge and techniques gained. Must conduct a pre and post trip inspection of the bus each day before and after the bus route and/or field trips. All bus maintenance and repairs must be promptly reported the other Center Supervisor. Documents follow-ups on absenteeism as assigned by the Center

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	Supervisor. Must sign in and out on the center sign-in and out sheet when leaving the work site on center business. Must clock in and out at the beginning and end of each work day. Fosters the belief in parents that they are their child's first teacher and reinforces this concept with practical suggestion for its development. Provides guidance and leadership in the planning of and participation in parent meetings scheduled at least once a month. Initiates parent involvement in the communities by planning and conducting field trip activities, recruiting volunteers, etc. Guide and facilitate activities of the children, including; daily activities, field trips, selecting and arranging equipment and materials in the classroom. Develops ways of using low or no cost items in educational activities with their children. Participates with parents and children on group socialization experiences. Administers a developmentally appropriate screening on each child twice a year. Integrate special needs children in a positive and respectful manner. Presents a nutrition activity at least once a month. Eat with and assist children in development of social and self-help skills and sound nutritional practices. Responsible for cleanup of spills and area before leaving table. Must report suspected child abuse, neglect, etc. as required by the Muscogee (Creek) Nation Head Start policies and tribal, state and federal laws. Must sign statement of Understanding Confidentiality and Verification of Training on reporting procedures and responsibility of reporting abuse, neglect, etc. Must secure a volunteer in your absence from the work-site, i.e. illness, a Dr. appointment, meetings or trainings. Must be able to withstand possible exposure to blood and bodily fluids or tissues and possible exposure to communicable diseases. Be familiar with emergency procedures. Upon hire, an initial TB skin test and a physical must be completed and submitted to the MCN Head Start Administrative Office and thereafter

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	must have a physical annually. Must obtain an Oklahoma Bus Driver Certificate and CDL License within the first six weeks of employment. Must attend and obtain certificate in First Aide, CPR/AED, MAT and Food Handler's License as scheduled by the program. Shall perform any and all other duties as assigned by the supervisor, manager or program specialist.
Minimum Requirements:	Associates Degree in Early Childhood Education. Must be knowledgeable of classroom instruction, classroom planning, organizing and coordination. Must possess a valid Driver's License.
Preferred Requirements:	A Bachelors Degree or Advanced Degree in Early Childhood Education.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	CDL Driver's License

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.

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

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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.