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 08/04/2016	Employee Requisition Number	**JOB OPPORTUNITY**	
Title/Position: **TEACHER**			
Pay Grade SG 6	Salary Range $21,112-25,916	Classification Full Time	
Department: CHILD CARE	Location: Wetumka	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 and/or Master Teacher, the Child Development Center Teacher shall assist in the coordination of all day to day activities and operations to ensure optimal provision of instruction and care for children who attend the centers, Shall perform all teachers related functions necessary to ensure the smooth operation of the center.
Principal Duties and Responsibilities:	1. Shall be responsible for the preparation and submission of daily lesson plans for the center. 2. Shall instruct children in activities designed to promote social, physical, cultural and intellectual growth needed for children at the center. 3. Shall plan individual and group activities to stimulate growth in language, social and motor skills, 4. Shall assess children's performance in all content areas (social, emotional, physical, intellectual, motor skills). 5. Shall plan formal parent/teacher conferences twice a year and if needed more frequently. 6. Shall work with parents of Special Needs children to get referred if needed and be able to assist with getting information needed. 7. Shall complete and submit all necessary information and reports to the immediate supervisor in a timely manner. 8. Serve meals and snacks to the children and eat family style with children in the classroom. 9. Under direction of the Supervisor, shall confer with parents and all interested parties regarding the centers activities, policies, and enrollment procedures. Shall answer routine inquiries, complaints and suggestions regarding the program and center itself. 10. May work rotating shifts. (6:30 am-3:30 pm), (9:30 am-6:30 pm). 11. Attend evening and weekend training as needed to keep professional development hours required by DHS. 12. Must be able to lift 50 pounds, lift, stoop, and get up and down from floor. 13. Takes responsibility for supervision of children. 14. Responsible for diaper changing and potty training.

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Form 105

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	15. Clean and sanitize rooms and restroom daily. 16. Safely operates a Tribal vehicle and complies with regulations governing vehicles use. 17. Maintain confidentiality of all Office of Child Care clients and personnel. 18. Work toward obtaining a Child Development Associate Certificate (CDA). 19. Shall perform other duties as assigned.
Minimum Requirements:	Must be 18 years of age and have a high school diploma or G.E.D. with 4 years related experience or C.D.A. Must submit to and pass fingerprinting and necessary background check, and drug testing.
Preferred Requirements:	Bachelors Degree in Early Childhood Development or related field with 2 years experience.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	Valid Driver's License, 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.

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.