



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 11/07/2016	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: Eufaula	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:	<ol style="list-style-type: none"> 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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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:

- | | | |
|--|---|---|
| <input type="checkbox"/> Fumes or airborne particles | <input type="checkbox"/> Outside weather conditions | <input type="checkbox"/> Toxic or caustic chemicals |
| <input type="checkbox"/> Risk of electrical shock | <input type="checkbox"/> Vibration | <input type="checkbox"/> 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.