



**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 09/14/2018	Employee Requisition Number <b>ER-18367</b>	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>EDUCATIONAL AIDE</b>			
Pay Grade SG 6	Salary Range \$21,112-25,916	Classification Full Time	
Department: EUFAULA DORMS	Location: Eufaula	Location Code: 102	FT/PT 8 -FT Emergen cy Hire

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

General Summary:	The Educational Aide must be able to work an evening shift as well as a split shift. This is a dormitory position responsible for the accountability of students, supervision of student activities, instruct students on safety and health matters; responsible for maintaining proper behavior and conduct of students in and out of the dormitory.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> <li>1. To provide practical guidance and advisement on individual and group basis covering such matters as homesickness, discipline, personal health, and hygiene, fair play, attitudes of democracy, courtesy, good grooming, etiquette, self-control and group living.</li> <li>2. Renders written reports on progress of the students for whom they are responsible.</li> <li>3. Responsible for maintaining proper behavior and conduct in and out of the dormitory.</li> <li>4. Supervise student details in maintaining the dormitory and surrounding grounds in a clean and safe condition, instruct students on using the washing machines, electric sweepers/vacuum cleaner, and showers.</li> <li>5. Shall supervise in gymnasium and at multi-purpose field as required.</li> <li>6. Help plan, organize and supervise recreational activities.</li> <li>7. To assist students in the school cultural enrichment program.</li> <li>8. Supervise fire drill, supervise in storm warnings or storms.</li> <li>9. Practice first aid.</li> <li>10. Maintain quiet study hours and rest period, make evening bed checks, see that cleaning material and equipment are properly stored and cared for.</li> <li>11. Make repairs to children's clothing and make sure the child's clothing is conducive to the outside weather.</li> <li>12. Other duties as assigned.</li> </ol>
Minimum Requirements:	High School Diploma with experience in caring for and educating children and young adults.
Preferred Requirements:	Associates Degree in Child Development and/or Psychology or a minimum of three year's experience in child care. Have knowledge of Muscogee (Creek) culture and residential experience.



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Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	CPR, First-Aid

**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

**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:**