



**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 10/16/2018	Employee Requisition Number ER-19027	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>CURRICULUM INSTRUCTION LEAD</b>			
Pay Grade SG 12	Salary Range \$40,372-52,728	Classification Full Time	
Department: SECRETARY OF EDUCATION/TRAINING	Location: Okmulgee	Location Code: 100	FT/PT 1-Full Time

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

General Summary:	Under the supervision of the Project Coordinator, the Curriculum Coach will provide a cultural aspect to the project by weaving Muscogee culture and Native identity within curriculum that is aligned to the Oklahoma State Academic Standards. Support for tribal and project initiatives will occur by including tribal perspectives in strategic decision making at LEAs including creating and editing Native Education curriculum.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> <li>1. Demonstrate a working knowledge of designing lesson plans and curriculum resources</li> <li>2. Utilize knowledge of curriculum and Muscogee culture as it relates to academics of Native students</li> <li>3. Create lesson plans and assist others with lesson designing including digital platforms.</li> <li>4. Ability to effectively interact with people to develop supportive and collaborative partnerships consistent with relevant college, departmental and governmental policies.</li> <li>5. Guide, direct, and facilitate meetings at LEAs that focus on professional development for educators</li> <li>6. Researching culturally responsive teaching and assist educators with incorporating into their classroom</li> <li>7. Contribute to the continuous improvement of the Tribal Education Department and culturally responsive programming</li> <li>8. Participate in professional conferences and other self-directed professional development activities</li> <li>9. Complete reports in a logical and applicable manner and exhibit superior interpersonal and problem-solving skills.</li> <li>10. Dedicate time and effort to overall student achievement</li> <li>11. Perform other duties as assigned.</li> </ol>
Minimum Requirements:	Bachelor Degree with education experience
Preferred Requirements:	Master Degree with experience working in Indian Education/federal programs/curriculum design
Valid Oklahoma Driver's License required?	Yes



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Please list any additional licenses required:

#### 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:

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



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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.