



**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 11/28/2018	Employee Requisition Number	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>PRACTICE BASED COACH</b>			
Pay Grade SG 9	Salary Range \$28,308-36,940	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:	Provide for the Muscogee (Creek) Nation Head Start Program a research-based, coordinated coaching strategy for teaching staff. Endure that effective coaching influences effective teaching, resulting in positive child outcomes.
Principal Duties and Responsibilities:	<p>Assesses all teaching staff to identify strengths and coordinate with the Education/Disability Specialist to determine which staff would benefit most from intensive coaching.</p> <p>Provide opportunities for intensive coaching to those teaching staff identified including opportunities to be observed and receive feedback and modeling of effective teacher practices directly related to program performance goals.</p> <p>Ensures intensive coaching opportunities for teacher staff that: align with the program's school readiness goals, curricula and other approaches to professional development; provide adequate training and experience in adult learning and in using assessment data to drive coaching strategies aligned with program performance goals; provide ongoing communication between the Coach, Head Start Manager and Education/Disability Specialist.</p> <p>Ensure assessment results are used to identify teaching staff needing support, and provide time and resources for teaching staff as needed.</p> <p>Have experience in program setting, young children, knowledge of the curriculum and/or willingness to learn the curriculum, understanding of adult learning principles, and experience with policies, procedures, and culture of Muscogee (Creek) Nation.</p> <p>Ability to communicate courteously and have a positive attitude.</p> <p>Provide teaching staff with individualized support.</p>



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	<p>Attend all Muscogee (Creek) Nation Head Start In-service and staff meetings.</p> <p>Attend in-state and out-of-state workshops, conferences and training upon request by Head Start Manager.</p> <p>Will work as a team member with the Muscogee (Creek) Nation Head Start program. Prepare and submit required paperwork to the Education/Disability Specialist.</p> <p>Must document and report any suspected child abuse, neglect, etc. as required by the Muscogee (Creek) Nation Policies, Tribal, State and Federal laws.</p> <p>Must sign Statement of Understanding and verification of training on reporting procedures and responsibility of reporting abuse, neglect, etc.</p> <p>Participate in the annual Head Start Community Assessment and Self-Assessment.</p> <p>Must pass all required background and fingerprint checks.</p>
Minimum Requirements:	<p>Bachelor's Degree in Early Childhood Education</p> <p>Must possess a valid Driver's License</p>
Preferred Requirements:	<p>Bachelor's Degree in Early Childhood Education with five (5) years' experience</p>
Valid Oklahoma Driver's License required?	<p>Yes</p>
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.



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- 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 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.