



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 08/09/2019	Employee Requisition Number ER-19261	JOB OPPORTUNITY	
Title/Position: TEACHER			
Pay Grade SG 8	Salary Range \$25,168-32,822	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:	<p>Works as a team member, under the direct supervision of the Center Supervisor.</p> <p>Have ability to work respectfully and cooperatively with a Teacher Assistant, assisting her/him in increasing professional knowledge and skills.</p> <p>Coordinates with the Education/Disabilities Specialist and Center Supervisor to develop and implement individual educational plans for children, which help them to develop socially, intellectually, physically and emotionally in a manner appropriate to their stage of development. The Teacher works collaboratively with the Teacher Assistant and volunteers.</p> <p>Understands the philosophy of the program and can describe goals and objectives to others. Possess strong oral and written communication skills.</p> <p>Follows guidelines set in the Muscogee (Creek) Nation Head Start and Muscogee (Creek) Nation Policies and Procedures manual.</p> <p>Maintains strict confidentiality regarding children, their families, and other staff members. Must sign a statement of Compliance of Confidentiality.</p>
Principal Duties and Responsibilities:	<p>Maintains current and accurate records, forms, and duties as requested by the Education/Disabilities Specialist and Center Supervisor.</p> <p>Operate the bus on a daily basis to transport students to and from the Head Start center, field trips, and other activities. Must conduct a pre and post trip inspection of the bus each day before and after routes and/or field trips.</p> <p>Completes and submit lesson plans three (3) weeks prior for approval. Develops realistic lesson plans responsive to the needs of all the children.</p>



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Develops goals and objectives for each child and for the group as a whole.

Writes anecdotes for each child daily/weekly and uses the data collected to assess each child.

Maintains a comprehensive and ongoing portfolio for each child.

Ensures transitions are smooth that help children move from one group to another.

Eats with the children and assists in development of social and self-help skills and sound nutritional practices. Responsible for cleanup of spills and area before leaving the table.

Administers pre and post screenings on each child and speech/language screening annually. Integrate special needs children in a positive and respectful manner.

Fosters the belief that parents are their child's first teacher and reinforces this concept with practical suggestions from the child's parent.

Initiates parent involvement in the communities by recruiting volunteers.

Provide guidance and leadership in the planning of and participation in parent meetings scheduled monthly.

Participates with parents and children on group socialization experiences.

Guides and facilitates activities for the children including: daily activities, field trips, room arrangement, selecting equipment and materials in the classroom.

Plans a variety of ways to use low or no cost items in educational activities with the children.

Inspects classroom, playground, and buses daily. Documents and immediately report to the Center Supervisor any repairs or maintenance needed.

Plans and implements learning experiences that promotes all areas of development, including improving the readiness of children or school by developing their literacy and phonemic, print, numeric awareness and language including English as a second language if applicable.

Ensures children are supervised at all times.

Diligently pursue basic Muscogee (Creek) Nation language skills and continue to expand from words and numbers to practical phrases.



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	<p>Conducts at a minimum two (2) parent/teacher conferences and two (2) home visits per school year to keep parents informed of child's progress.</p> <p>Participates in the annual community assessment, as well as conducting ongoing recruitment.</p> <p>Must sign in and out on the activity leave form before leaving the work site on Head Start business.</p> <p>Must be able to stoop, bend, stretch, climb and lift up to fifty (50) pounds.</p> <p>Must attend all mandatory trainings, workshops, and professional development throughout the year and implement knowledge and techniques gained.</p> <p>Attends all center staff meetings.</p> <p>Maintains cleanliness of the center and classroom by sweeping and mopping floor; vacuuming; and disinfecting restrooms. Assist in the daily cleaning of buses.</p> <p>Mandated child abuse and neglect reporter.</p> <p>Works with the Teacher Assistant to use and develop skills and abilities in planning and carrying out classroom activities.</p> <p>Must have a valid Oklahoma Driver's License.</p> <p>Upon hire, must obtain an initial TB skin test and physical and submit to the Head Start Administrative Office and thereafter obtain a physical annually.</p> <p>Must obtain a CDL License within six (6) months of employment.</p> <p>Must have and/or obtain certification in First Aide/CPR/AED/Mat and Food Handler's Permit as scheduled by the program.</p> <p>Performs all other duties as assigned by the Manager, Program Coordinators/Specialists, and Center Supervisor related to program philosophy.</p>
<p>Minimum Requirements:</p>	<p>Associates or Bachelor's Degree in Child Development or Early Childhood Education</p> <p>Must submit to and pass all necessary background checks, fingerprinting and drug testing</p>
<p>Preferred Requirements:</p>	<p>Baccalaureate Degree in Child Development, Early Childhood Education or Equivalent coursework</p>
<p>Valid Oklahoma Driver's License required?</p>	<p>Yes</p>



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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.