



Kiowa Tribe

Job Description

Job Opportunity#:	Department: Child Care
Position Title: Child Care Teacher	
Report To: Child Care Center Director	Prepared by:
Salary Rate: \$15.00-\$20.00/hr	Prepared Date: 1/30/2023 Revised Date: 1/30/2023

JOB SUMMARY:

The teacher will be responsible for putting into operation a quality program, supervision, interactions and teaching of children and lesson plans within the classroom, assist with presenting and reinforcing positive learning concepts and for maintaining all licensing and accreditation standards in accordance with Child Care Developmental Fund (CCDF), Oklahoma DHS, and the Kiowa Tribe regulations and standards. Furthermore, the teacher will implement the Kiowa Language and culture in the assigned classrooms.

Goal: For young children to come to a positive and nurturing environment to increase a high quality of care and learning concepts

Reports To: Child Care Center Director

Qualifications:

Education:

High School Diploma or GED Possess or working towards obtaining a Child Development Associate (CDA) credentials/coursework, OR college credit hours in Early Care Development, Child Development or related field, or have at least 1 year of experience with working with children.

Experience:

- Meet and maintain all OKDHS Child Care Licensing standards for health, safety and learning environments, as well as an awareness of applicable federal regulations from the Office of Child Care.
- Be computer literate.
- Have excellent communication skills and rapport with adults and children.
- Maintain a clean, organized classroom including keeping in good condition, sanitizing and disinfecting all classroom equipment.
- Advocate and act as a liaison for Child Care children and families
- Submit required reports to child-care center director when they are due (i.e. monthly average daily attendance, accidents/incident reports, health and safety classroom reports, etc.).
- Follow all KT Tribal policies and procedures.
- Other duties may be assigned according to the Program/Tribal/State/Federal guidelines
- Essential Duties and Responsibilities include the following. Other duties may be assigned:
- Maintain client, child care program and the Kiowa Tribe policies regarding confidentiality.
- Provide appropriate classroom management and adhere to program discipline policy.
- Plans, directs, and participates in activities to encourage social, emotional, physical, and cognitive development of children.
- Create and implement lesson plans and submit to center director using the Early Learning Guidelines. Post in the classroom.

- Plan activities in accordance with the curriculum objectives.
- Ensure and maintain organization as well as a safe and healthy environment.
- Arrange the classroom as needed to meet the needs to the children and create a learning environment for children.
- Maintain Child/Staff ratios at all times, ensuring that your class is adequately supervised at all times.
- Maintain daily meal counts and attendance through the Brightwheels App
- Coordinates and plan field trips to include: making the permission slip and notifying the director and families well in advance of planned trips.
- Report all injuries/accidents to center director or next in charge and make sure documentation is done for the center and parent/guardian.
- Maintain records of development of each child in your care and plan to meet with families twice a year for Family Conferences.
- Report progress and any concerns at family conferences that will need to be scheduled twice a year or as needed.
- Ensure daily communication with parent/family and have current contact information, so that you can notify parent/family of emergencies, closings, et.
- Must take a Safe Sleep and Entry Level Care Training (ELCCT) and Early Learning Guidelines upon hire date and Early Learning Guidelines within 90 days of hire date.
- Enroll and complete a minimum of 20 hours of approved child care training annually.
- Attend In-Service training(s) and staff meetings.
- Committed to integrating the Kiowa Language and Culture into daily ongoing activities.
- Complete daily and weekly cleaning duties.
- Report any suspected child abuse to proper authorities
- All other duties as designated by the center director.

Job Requirements

- Must possess a valid Oklahoma state driver's license and be insurable under the Kiowa Tribe's Driving Policy
- Must submit to and pass a pre-employment background check and pre-employment drug test
- Positions are subject to random drug testing according to the Tribe's Drug-Free Workplace Policy
- Must have a current immunization record, including annual TB test.
- Must complete OKDHS Child Care Orientation (ELCCT, Sleep Safe, Early Learning Guidelines First Aid/CPR certification, Food Handler's certification.)

PHYSICAL DEMANDS AND WORK CONDITIONS:

- Able and willing to lift over 20lbs
- Able and willing to bend, squat
- Able and willing to sit on the floor for long period of time to work and play with infant, toddlers and school age children
- Able and willing to go out on nature walks and engage with children on the playgrounds with large motor activities
- Able and willing to do daily cleaning as assigned to each staff

Human Resources Signature _____ Executive Director Signature _____

Date _____ Date _____

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