



KIOWA TRIBE JOB OPPORTUNITY

The Kiowa Tribe Carnegie, Oklahoma, is hiring immediately, complete a Kiowa Tribe Employment Application, available on-line at: kiowatribe.org/job-opportunities

Job Opportunity#: KTJA-23-40	Opens: 03/27/3023	Duty Location: Carnegie, OK
Position Title: Head Start Lead Teacher	Closes: OUF	
Salary Rate: \$13.00 to \$18.00 per hour	Position Regular Full-time	Category: Non-Exempt

JOB SUMMARY:

The Head Start Lead Teacher is responsible for the operation of the Head Start classroom including; the general planning of educational, health, nutrition, and family engagement activities for the classroom.

Goal: To provide a warm nurturing, safe and loving environment where self-concepts are enhanced, independence is encouraged and individuality is respected.

Reports To: Site Supervisor

HOW TO QUALIFY FOR THE JOB:

Education: Bachelor's Degree in Early Childhood Education or related field and coursework equivalent to a major relating to Early Childhood Education, with experience teaching preschool age children preferred;

Associated Degree in Early Childhood Education or related field with experience teaching preschool age children; work or willing to work toward a Bachelor's Degree in Early Childhood Education.

Responsibilities:

- Promote school readiness while adhering to Kiowa Head Start policies and procedures; follow curriculum, develop and implement weekly lesson plans in accordance with My Teaching Strategies and submit to Education/Disabilities Services Manager for approval.
- Establish and maintain good communication with parents and staff.
- Advocate and act as a liaison for Head Start children and families.
- Maintain compliance with DHS full day licensing requirements.

EMPLOYEE BENEFITS AVAILABLE:

- Leave benefits, (13) paid holidays
- Medical, dental, and vision care benefits
- \$25,000 Basic Life and \$25,000 Basic AD&D insurance coverage at no cost to employees
- 401k with 3% employer contribution into the Employee Savings Trust Plan, when you enroll

WHAT ARE THE 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
- Current physical exam will be required, annual TB test, and COVID Vaccination
- Must complete Head Start Orientation (ELCCT, Food Handler's FA/CPR)

Submit a Kiowa Tribe Application + Copy of valid Oklahoma state driver's license Copy of Indian Preference form 5-4432 OR valid federally-recognized Tribal I.D. College

HOW TO APPLY: Transcripts OR Certificates of Completion (if required to qualify).

Submit To E-mail: hr@kiowatribe.org

OR drop off at: 100 Kiowa Way, Carnegie OK 73015

Phone: 580-654-6464

Kiowa Tribe does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. The Kiowa Tribe is subject to applicable Indian Preference guidelines and reserves the right to apply and utilize Indian Preferences in its hiring and employment activities.