



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-23-41	Opens: 03/27/2023	Duty Location: Carnegie, OK
Position Title: Head Start Teacher's Aide	Closes: OUF	
Salary Rate: \$12.00 to \$15.00 per hour	Position Regular Full-time	Category: Non-Exempt

JOB SUMMARY:

The Head Start Teacher's Aide is responsible in creating a caring and safe environment for young children to improve the overall quality of learning concepts. Assist the Lead Teacher with curriculum planning, supervision, and teaching of children in a classroom setting; assist in presenting and reinforcing learning concepts.

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: Associates Degree in Early Childhood Education or related field with experience teaching preschool age children preferred; or a CDA with experience working towards an Associates Degree.

Responsibilities:

- Maintain a clean, neat classroom, keep toys and equipment clean and in good condition.
- Supervise outdoor and indoor areas in a way that children's safety can be easily monitored.
- 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 Transcripts OR Certificates of Completion (if required to qualify).

HOW TO APPLY:

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.