



## KIOWA TRIBE JOB OPPORTUNITY

The Kiowa Tribe, Carnegie, Oklahoma, is hiring immediately, complete a Kiowa Tribe Employment Application, available on-line at: [kiowatribe.org/careers](http://kiowatribe.org/careers)

<b>Job Opportunity:</b> KTJA-24-0024	<b>Opens:</b> 02/16/2024 <b>Closes:</b> OUF
<b>Position Title:</b> Teacher Aide	
<b>Salary Rate:</b> \$12.00 to \$17.00 per hour	<b>Duty Location:</b> Lawton, OK

### JOB SUMMARY

The Teacher's Aide is to provide a warm, nurturing, safe and loving environment where self-concepts are enhanced, independence is encouraged and individually is respected. Assist lead teachers with curriculum planning, supervision, and teaching of children in a classroom setting; assist in presenting and reinforcing learning concepts.

**Reports To:** Lead Teacher

### HOW TO QUALIFY FOR THE JOB

**Educational Requirements:** Associate's Degree in Early Childhood Education or related field with experience teaching preschool age children preferred. CDA with experience working toward an Associate Degree.

- Maintain compliance with DHS full day licensing requirements.
- Abide by Head Start Program Performance Standards.
- Comply with all applicable federal, state, and tribal regulations, policies and procedures.
- Assist Lead Teacher and promote school readiness.
- 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 and ensured.
- Establish and maintain good communications with parents and staff.
- Advocate and act as a liaison for Head Start children and families.
- Submit required reports to designated managers and Head Start when they are due, i.e. monthly average daily attendance, school readiness checkpoints, health/screening referrals, center inspections.
- Other duties assigned.

### EMPLOYEE BENEFITS AVAILABLE

Leave Benefits, (15) Paid Holidays      Medical / Dental / Vision

\$25,000 Basic Life and \$25,000 AD&D insurance coverage at no cost to employee

401K with 3% employer contribution, per plan requirements

### WHAT ARE THE JOB REQUIREMENTS?

**SUBMIT TO:** [HR@kiowatribe.org](mailto:HR@kiowatribe.org) or

**DROP OFF AT:** 100 W. Kiowa Way, Carnegie, OK 73015 Phone: 580-654-6465

*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. Kiowa Tribe is subject to applicable Indian Preference guidelines and reserves the right to apply and utilize Indian Preference in its hiring and employment activities.*