



KIOWA TRIBE JOB OPPORTUNITY

The Kiowa Tribe of Oklahoma will be accepting applications for the following position.

Position Title: Lead Teacher	Department: Head Start
Opening date: 05/08/2025	Closing date: OUF
# of vacancies: 1 Full-Time	Location: Anadarko, OK

POSITION DETAILS:

Status: Full-time	Reports to: Site Supervisor
Classification: Non-Exempt	Salary Range: \$16.00 per hour - \$20.00 per hour
Division: Kiowa Education Agency	

JOB SUMMARY: Responsible for the operation of the Head Start classroom including the general planning of educational, health, nutrition and family engagement activities for the classroom. Provide a warm, nurturing, safe and loving environment where self-concepts are enhanced, independence is encouraged, and individuality is respected.

RESPONSIBILITIES:

- Abide by all applicable federal, state and tribal regulation, policies and procedures including but not limited to, Head Start Program Performance Standards, OKDHS Child Care Licensing Requirements and Kiowa Tribe policies and procedures.
- Promote school readiness for children and families, follow curriculum, develop and implement weekly lesson plans in accordance with Teach Smart and submit to Site Supervisor and Education/Disabilities Services Manager for approval.
- Maintain a clean, neat classroom; keep toys and equipment clean and in good condition.
- Rotate classroom materials to enhance developmental progress and interest in learning for children.
- Establish and maintain good communications with parents and staff.
- Advocate and act as a liaison for Head Start children and families.
- Keep observations on children recorded and current.
- Direct and mentor classroom staff to provide every child in the classroom an opportunity to be engaged in hands on activities to enhance and encourage learning.
- Adhere to classroom daily schedule including meals and outdoor play.
- Submit required reports to designated managers and Head Start Director when they are due; i.e. monthly average daily attendance, school readiness checkpoints, health/screening referrals, center inspections.
- Other duties as assigned.

QUALIFICATIONS:

- Bachelor's or Associate degree in child development or early childhood education, preferred (or)
- Associate degree in related field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children.

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 with fingerprints.
- Must submit to and pass a pre-employment drug test and random drug testing.
- Must have an annual physical exam with TB test.
- Must have a current immunization record.

HOW TO APPLY: Complete an employment application which is available online at: kiowatribe.org/job-opportunities.

**Submit completed applications to hr@kiowatribe.org or drop off at 100 Kiowa Way, Carnegie, Ok 73015.

- Must complete Head Start and DHS Orientation (ELCCT, Food Handler's certification, First Aid/CPR certification within 90 days)

PHYSICAL DEMANDS AND WORKING CONDITIONS:

- Lift 50 lbs.
- Sitting for long periods of time while on the computer and in training.
- Driving Head Start vehicles
- Cleaning (vacuuming, sweeping, moping, scrubbing)
- Large motor skills including, but not limited to bending, crawling, reaching, marching.

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