



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

Job Opportunity: KTJA-24-0028	Opens: 03/01/24 Closes: OUF
Position Title: Site Supervisor	
Salary Rate: \$18.00 to \$23.00 per hour	Duty Location: Carnegie, OK

JOB SUMMARY

The Site Supervisor is to provide a warm, nurturing, safe and loving environment where self-concepts are enhanced, independence is encouraged and individually is respected. Responsible for the operation of the Head Start center.

Reports To: Headstart Director

HOW TO QUALIFY FOR THE JOB

Educational Requirements: 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; Associates degree in Early Childhood Education or related field with experience teaching preschool age children; working or willing to work towards a bachelor's degree in Early Childhood Education with 2 years' experience in a licensed child care facility.

- Ensure compliance with DHS full day licensing requirements.
- Daily supervision of center-based staff.
- Daily oversight of classroom activities and children.
- Abide by Head Start Program Performance Standards.
- Comply with all applicable federal, state and tribal regulations, policies and procedures.
- 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 Director when they are due; i.e. monthly average daily attendance, school readiness checkpoints, health/screening referrals, site meeting minutes, 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?

- 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 as well as current TB test and COVID Vaccination.
- Must complete Head Start Orientation (ELCCT, DELCCT, First Aid/CPR certification within 90 days.
- Food Handler's certification.

SUBMIT TO: 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.