



## WICHITA AND AFFILIATED TRIBES POSITION DESCRIPTION

**JOB TITLE:** Master Teacher

**DEPARTMENT:** Administrative & Office Staff

**LOCATION:** Offsite: Wichita Child Development Center, 101 E. Coronado Circle, Anadarko

**REPORTS TO:** WCDC Center Director

**JOB SUMMARY:**

Master Teacher provides care for children in child friendly setting; support and opportunity for emotional and social development; and encourages positive self-concepts and understanding of others. Also mentors Teachers, Teacher Assistants, and Volunteers using the Early Learning Guidelines and best practices. This position may work outside of the normal work week.

**CORE DUTIES AND RESPONSIBILITIES:**

1. Most important responsibility is the care, safety, and well-being of all children in the Wichita Child Development Center (WCDC).
2. Maintains a professional attitude and a flexible, positive approach to the job.
3. Maintains prompt hours and immediately notifies the Center Director in the event of illness or absence from work.
4. Maintains appropriate records and fully understands confidentiality
5. Manages the program planning and development of the classroom assigned. Also provides input on program development and evaluation.
6. Participates in achieving the objectives of the WCDC. Understands and applies the philosophy of the WCDC.
7. Submits lesson plans to Center Director for approval.

8. Actively contributes to childcare functions geared towards the enrichment of child, parent, and staff interrelations and program planning and development.
9. Work together with other teachers as a team and provide guidance and support when a Teacher's Assistant has been assigned to the classroom.
10. Help with the general care and cleanliness of equipment and materials of the center.
11. Attends staff meetings and required trainings as scheduled. Assists in training of other staff members.

**Responsibilities regarding Children:**

1. Prepares a stimulating program/lesson plan of activities for his/her group with attention to individual development, emotional, physical, psychological, and social needs of each child; ensure respect for individual initiative, and the safety and health of the children.
2. Observes and monitors children's play activities. Setting up the physical environment to meet the changing needs of the group of children for whom he/she is caring.
3. Promotes good nutritional habits and sees that there is a calm atmosphere for lunch, snacks, and nap time. Instructs children in health and personal habits such as eating, resting, and toilet habits.
4. Demonstrates verbally, and by role modeling, a sound knowledge of good teaching practice and knowledge of child growth and development.
5. Provide parents with a daily written report of child's behavior and activities; provides parents with current child development information as requested/needed. Keeps records on individual children, including observations and information about activities, meals served, and medications administered.
6. Identifies signs of emotional or developmental problems in children and brings them to parents' or guardians' attention. Responsibility to communicate with the Center Director any concerns arising from a child's difficulty in coping with the program, and to work with the Center Director towards a solution.
7. Disciplines children and recommends or initiates other measures to control behavior, such as caring for own clothing and picking up toys and books.
8. In the event that a child appears ill, it is the Master Teacher's responsibility to see that steps are taken to protect the health of the child and the other children in consultation with the Center Director.
9. If child abuse is suspected, required by law to report the incident and required to cooperate fully in the investigation of any allegations.

## **EDUCATION AND EXPERIENCE:**

1. Possess a High School Diploma or GED, and be at least 18 years of age.
2. Must have completed training at a Level 3, specifically met by an Oklahoma Competency Certificate, with a Master Teacher emphasis; or Level 4 or higher.
3. Prefer at least two (2) years of experience working in a child care center setting and demonstrate basic knowledge of early childhood development.
4. Have the ability to interpret and follow program guidelines relating to the Child Care Development Fund, Department of Human Services Child Care Licensing, and related programs.
5. Must have communication skills, both oral and written, to interact with staff, officials, parents, and other individuals regarding program and client matters.
6. Must obtain food handler's permit and First Aid/CPR certification within 30 days of employment.
7. Proven ability to work well with Indian families and children, and must have positive human interaction skills.
8. Must have the ability to organize and maintain clear and concise records.

## **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work primarily in a climate controlled environment, but will be exposed to wet and/or humid conditions, high temperatures, and other outside weather conditions. Frequent stressful conditions. Frequent near vision use for reading and computer use. The noise level in the work environment is usually moderate to occasionally loud.

## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be physically able to operate a variety of office equipment and pass a physical exam. Must be able to stoop, crawl, kneel, and bend in order to speak to children at the child's eye level, to play with children, and to pick up toys/equipment off the floor. The employee must frequently lift, carry, and move more than 25 pounds.

## **SPECIAL REQUIREMENTS:**

Possession of a valid Oklahoma Driver's License. Subject to a background check and drug screening. Must sign a Confidentiality Agreement and abide by confidentiality regarding program and personnel matters. This position may work outside of the normal work week.

This certifies that I have read the position description and I am capable of performing all essential functions of the job.

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**EMPLOYEE**

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**DATE**

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**DEPARTMENT SUPERVISOR**

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**DATE**

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**TRIBAL ADMINISTRATOR**

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**DATE**

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**HUMAN RESOURCES DEPARTMENT**

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**DATE**

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*Job descriptions are used primarily to assist in the identification of the core duties and responsibilities of a position and to be used in determining the level of compensation for the position. Other duties and responsibilities may be added or removed at the discretion of the Wichita Affiliated Tribes Executive Management.*



## WICHITA AND AFFILIATED TRIBES POSITION DESCRIPTION

**JOB TITLE:** Teacher Assistant

**DEPARTMENT:** Administrative & Office Staff

**LOCATION:** Offsite: Wichita Child Development Center, 101 E. Coronado Circle, Anadarko

**REPORTS TO:** WCDC Center Director

**JOB SUMMARY:**

Teacher Assistant will report to the Master Teacher of assigned classroom. Will assist in providing care for children in child friendly setting, offering support and opportunity for emotional and social development, and encourages positive self-concepts and understanding of others. This position may work outside of the normal work week.

**CORE DUTIES AND RESPONSIBILITIES:**

12. Most important responsibility is the care, safety, and well-being of all children in the Wichita Child Development Center (WCDC).
2. Maintains prompt hours and immediately notifies the Center Director in the event of illness or absence from work.
3. Maintains a professional attitude and a flexible, positive approach to his/her job. Maintains client and program confidentiality. Works together with other teachers to form a strong team.
4. Assists with classroom management and adheres to program discipline policies. Assists with classroom record keeping duties as directed by Master Teacher. Helps with the general care and cleanliness of equipment and materials of the center.
5. Maintains a working relationship with families of all children attending the WCDC and will promote the Wichita and Affiliated Tribes, the WCDC, and the Teacher Assistant position in a positive way to families and the community.
6. Attends local, state, and national child care meetings and/or trainings in the field of Early Childhood Development. Attends staff meetings and required trainings as scheduled.

7. Has a responsibility to communicate with the Center Director concerning any problem that cannot be resolved and is leading to a conflicting situation.

**Responsibilities regarding Children:**

1. Assists with supervising children at all times while in classrooms, on the playground, on field trips, during parties, etc.
2. Reports all injuries and/or accidents occurring during shift to the Center Director and Master Teacher. In the event that a child appears ill, reports immediately to the Master Teacher and Center Director to ensure steps are taken to protect the health of the child and the other children.
3. Assists in preparing a stimulating program/lesson plan of activities for his/her group with attention to individual development, emotional, physical, psychological, and social needs of each child.
4. Promotes good nutritional habits and sees that there is a calm atmosphere for lunch, snacks, and nap time. Instructs children in health and personal habits such as eating, resting, and toilet habits.
5. Demonstrates verbally, and by role modeling, a sound knowledge of good teaching practice and knowledge of child growth and development. Provides a model of good social conduct.
6. Assists in preparing daily written report of child's behavior and activities for parents.
7. Assists in keeping records on individual children, including observations and information about activities, meals served, and medications administered.
8. Disciplines children and recommends or initiates other measures to control behavior, such as caring for own clothing and picking up toys and books.
9. If child abuse is suspected, required by law to report the incident and required to cooperate fully in the investigation of any allegations.

**EDUCATION AND EXPERIENCE:**

9. Possess High School Diploma or GED, or have completed the 10<sup>th</sup> Grade and be in the process of obtaining a High School Diploma or GED, and be at least 16 years of age.
10. Must be willing to obtain a minimum of 20 hours training required annually.
11. Have the ability to interpret and follow program guidelines relating to the program.
12. Must have communication skills, both oral and written, to interact with staff, officials, parents, and other individuals regarding program and client matters.
13. Must obtain food handler's permit and First Aid/CPR certification within 30 days of employment.

14. Proven ability to work well with Indian families and children, and must have positive human interaction skills.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work primarily in a climate controlled environment, but will be exposed to wet and/or humid conditions, high temperatures, and other outside weather conditions. Frequent stressful conditions. Frequent near vision use for reading and computer use. The noise level in the work environment is usually moderate to occasionally loud.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be physically able to operate a variety of office equipment and pass a physical exam. Must be able to stoop, crawl, kneel, and bend in order to speak to children at the child’s eye level, to play with children, and to pick up toys/equipment off the floor. The employee must frequently lift, carry, and move more than 25 pounds.

**SPECIAL REQUIREMENTS:**

Possession of a valid Oklahoma Driver’s License is preferred but will not be required. Subject to a background check and drug screening. Must sign a Confidentiality Agreement and abide by confidentiality regarding program matters. This position may work outside of the normal work week.

This certifies that I have read the position description and I am capable of performing all essential functions of the job.

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**EMPLOYEE**

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**DATE**

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**DEPARTMENT SUPERVISOR**

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**TRIBAL ADMINISTRATOR**

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**HUMAN RESOURCES DEPARTMENT**

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**DATE**

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## WICHITA AND AFFILIATED TRIBES POSITION DESCRIPTION

- JOB TITLE:** Cook/Substitute Teacher
- DEPARTMENT:** Maintenance & Field Support Staff
- LOCATION:** Offsite: Wichita Child Development Center, 101 E. Coronado Circle, Anadarko
- REPORTS TO:** WCDC Center Director

### **JOB SUMMARY:**

Cook is responsible for daily preparation of meals, cleaning of kitchen/cook area, dishware, cooking ware, and maintaining highest sanity conditions possible in food preparation and food preparation area. Will also serve as a Substitute Teacher on an as-needed basis. This position may work outside of the normal work week.

### **CORE DUTIES AND RESPONSIBILITIES:**

10. Most important responsibility is the care, safety, and well-being of all children in the Wichita Child Development Center (WCDC).
8. Maintains prompt hours and immediately notifies the Center Director in the event of illness or absence from work.
9. Maintains a professional attitude, a flexible, positive approach to the job and must participate in achieving the objectives of the WCDC food program.
10. Responsible for ordering and maintaining adequate inventory of food for the preparation of meals and snacks on a daily basis. Checks food shipments into the center, signing invoices only after each order has been verified.
11. Prepares well-balanced, nutritional menus and distributes meals and snacks in keeping with the Child and Adult Care Food Program Policy.
12. Makes recommendations regarding the purchase of equipment and supplies in consultation with the Center Director.



13. Maintains the kitchen and all kitchen equipment and storage areas in a clean and orderly manner. Responsible for practicing the standards respecting municipal health and safety laws with regard to commercial/institutional kitchens.
14. Responsible for redirecting all parents with concerns about the menu to the Center Director, and works together to find a solution. Responsible for communicating with the Center Director concerns regarding the WCDC food program.
15. Maintains recipes and carefully scrutinizes all ingredient labels for food additives and allergens.
16. Serves as a Substitute Teacher during absence of regular teacher. Takes on the duties and responsibilities for the position they are filling and performs classroom teaching duties
17. If child abuse is suspected, required by law to report the incident and required to cooperate fully in the investigation of any allegations.
18. Performs other duties related to position as necessary or assigned.

**EDUCATION AND EXPERIENCE:**

15. Possess a High School Diploma or GED, and be at least 18 years of age.
16. Prefer at least one (1) year of experience working as a cook in a child care facility, or in the food service industry.
17. Must meet minimum requirements for the position they are filling in for as Substitute.
18. Must be willing to follow the Oklahoma Child and Adult Food Program Guidelines.
19. Have the ability to interpret and follow program guidelines relating to the Child Care Development Fund, Department of Human Services Child Care Licensing, and related programs.
20. Must have communication skills, both oral and written, to interact with staff, officials, parents, and other individuals regarding program and client matters.
21. Must obtain food handler's permit and First Aid/CPR certification within 30 days of employment, and take appropriate Food Service Training to meet state requirements
22. Proven ability to work well with Indian families and children, and must have positive human interaction skills.
23. Must have the ability to organize and maintain clear and concise records.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Workers usually must withstand the pressure and

strain of working in close quarters, standing for hours at a time, lifting heavy pots and kettles, and working near hot ovens and grills. Job hazards may include slips and falls, cuts, and burns, but injuries are seldom serious. Frequent stressful conditions. The noise level in the work environment is usually moderate to occasionally loud.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be physically able to operate a variety of kitchen appliances and pass a physical exam. Must be able to stoop, crawl, kneel, and bend in order to speak to children at the child’s eye level, to play with children, and to pick up toys/equipment off the floor. The employee must frequently lift, carry, and move more than 25 pounds.

**SPECIAL REQUIREMENTS:**

Possession of a valid Oklahoma Driver’s License. Subject to a background check and drug screening. Must sign a Confidentiality Agreement and abide by confidentiality regarding program and personnel matters. This position may work outside of the normal work week.

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**EMPLOYEE**

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**DEPARTMENT SUPERVISOR**

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**TRIBAL ADMINISTRATOR**

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