

VACANCY ANNOUNCEMENT

Master Teacher



OPENING DATE:	On-Going	CLOSING DATE:	On-Going
SUPERVISOR:	Center Director	SALARY:	TBD
LOCATION:	Offsite: WCDC, WSRP or Star Academy, Anadarko, OK	STATUS:	Regular Full-Time

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.

DUTIES AND RESPONSIBILITIES

- Most important responsibility is the care, safety, and well-being of all children in the Wichita Child Development Center (WCDC), Wichita School Readiness Program (WSRP), and Wichita Star Academy.
- Maintains a professional attitude and a flexible, positive approach to the job.
- Maintains prompt hours and immediately notifies the Center Director in the event of illness or absence from work.
- Maintains appropriate records and fully understands confidentiality
- Manages the program planning and development of the classroom assigned. Also provides input on program development and evaluation.
- Participates in achieving the objectives of the WCDC, WSRP and Star Academy. Understands and applies the philosophy of the WCDC, WSRP and Star Academy.
- Submits lesson plans to Center Director for approval.
- Actively contributes to childcare functions geared towards the enrichment of child, parent, and staff interrelations and program planning and development.
- Work together with other teachers as a team and provide guidance and support when a Teacher's Assistant has been assigned to the classroom.
- Help with the general care and cleanliness of equipment and materials of the center.
- Attends staff meetings and required trainings as scheduled. Assists in training of other staff members.

EDUCATION AND EXPERIENCE

- Possess a High School Diploma or GED, and be at least 18 years of age.
- 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.
- Prefer at least two (2) years of experience working in a child care center setting and demonstrate basic knowledge of early childhood development.
- 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.
- Must have communication skills, both oral and written, to interact with staff, officials, parents, and other individuals regarding program and client matters.
- Must obtain food handler's permit and First Aid/CPR certification within 60 days of employment.
- Proven ability to work well with Indian families and children, and must have positive human interaction skills.
- Must have the ability to organize and maintain clear and concise records.

REQUIREMENTS

Must possess a valid Oklahoma Driver's License.
This position requires a successful background check and drug screening.

APPLICATION PROCEDURE

Submit Wichita Tribe Application + Copy of valid Oklahoma state driver's license, Copy of Indian Preference form 5-4432 OR valid federally recognized Tribal CDIB (if applicable), College Transcripts OR Certificates of Completion (if applicable) to:

Submit To E-mail: Humanresources@wichitatribe.com

OR drop off at: 414 Wichita Circle, Anadarko OK 73005

Phone: 405-247-2425

EMPLOYMENT PREFERENCE

The policy of the Wichita Tribe is to provide preference in employment to qualified Native Americans. The Tribe gives preference in the following order:

- Enrolled members of the Wichita Tribe.
- Descendants of the Wichita Tribe.
- Wichita relations are limited to a legally married spouse or a parent who has permanent legal custody of the enrolled child.
- Enrolled members of a Federally recognized Tribe.

If claiming Wichita Tribal Preference or Indian Preference provide a copy of form BIA-4432 Verification of Indian Preference for Employment in the Bureau of Indian Affairs and the Indian Health Service, valid Tribal I.D. or certificate of degree of Indian blood from a federally recognized Tribe to verify preference.

- Non-Indian Applicants may also apply.

BENEFITS

No cost self-only health, vision and dental insurance.

SIMPLE IRA, 3% Tribal matching contribution.

Vacation and sick leave.

Paid holiday leave.