

VACANCY ANNOUNCEMENT

Teacher Assistant



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

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.

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 prompt hours and immediately notifies the Center Director in the event of illness or absence from work.
- 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.
- 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.
- Maintains a working relationship with families of all children attending the Wichita Child Development Center (WCDC), Wichita School Readiness Program (WSRP), and Wichita Star Academy and will promote the Wichita and Affiliated Tribes, the Wichita Child Development Center (WCDC), Wichita School Readiness Program (WSRP), and Wichita Star Academy, and the Teacher Assistant position in a positive way to families and the community.
- 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.
- Has a responsibility to communicate with the Center Director concerning any problem that cannot be resolved and is leading to a conflicting situation.

EDUCATION AND EXPERIENCE

- Possess High School Diploma or GED, or have completed the 10th Grade and be in the process of obtaining a High School Diploma or GED, and be at least 16 years of age.
- Must be willing to obtain a minimum of 20 hours training required annually.
- Have the ability to interpret and follow program guidelines relating to the program.
- 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.

REQUIREMENTS

Possession of a valid Oklahoma Driver's License is preferred but will not be required.
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.