

PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
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VACANCY ANNOUNCEMENT

POSITION: Teacher
LOCATION: (1) Clinton, OK and (1) Concho, OK
Program: Child Care
Department: Education
Job Status: Full Time
Exemption Status: Non-exempt
Reports to: Child Care Center Manager
Issue Date: November 4, 2025

OPEN UNTIL FILLED

PRIMARY RESPONSIBILITIES: The Teacher is responsible for implementing the daily learning and care of all Center children. The teacher incorporates early educational learning guidelines in daily interactions with children and focuses on strong parent interaction/involvement. Maintain a safe and healthy learning environment. Assist in implementing the educational component of the child care center in accordance with established rules and regulations

- **Mandatory reporter of all suspected incidents of child abuse and neglect.**
- **Drug Free Policy – No tolerance.**
- **In the event of a disaster, Child Care employees are required to provide assistance in accordance with the tribe's Emergency Operations Plan or their level of training (CPR and/or First Aid).**
- ***All Cheyenne & Arapaho Tribes Child Care applicants must submit mandatory criminal background check information to the Personnel Department before employment with the program, or following any conviction occurring after commencement of employment.***

Duties and Responsibilities

Teacher

1. Responsible for adhering to Federal, OKDHS, and tribal regulations, policies, and procedures and licensing requirements.
2. Create a positive and clean environment conducive to learning and in compliance with OKDHS standards.
3. Maintain complete and accurate child files, forms, and reports daily.

4. Responsible for children in their assigned class to include: daily educational programing, screenings/assessment, parent meetings.
5. Develop weekly lesson plans.
6. Work cooperatively with other teachers, center staff and Manager.
7. Utilize modeling and demonstrate effective ways to guide young children.
8. Responsible for attending monthly staff meetings.
9. Assist in communicating with Center Manager for identified issues.
10. Supervise and guides each child's development;
11. Plan and organize classroom curriculum.
12. Work cooperatively with parents/guardians.
13. Maintain and upkeep of classroom environment.
14. Teaches in other classrooms if necessary
15. Other duties as assigned

Program participation and Team Member

1. Arrive to work on time, punctually attends and actively participates in all program activities to include site, component, and staffing team meetings, all staff meetings, overnight retreats and trainings.
2. Required to be respectful, cooperative and reliable team member and participant in program activities.
3. Projects a professional work image, both in dress and manner. Required to dress in scrub bottoms and approved work shirt.

Confidentiality

1. Required to respect the confidentiality of information about enrolled children and families, personnel issues, and other program operations as appropriate.

Training

1. In consultation with supervisor, develops own professional work goals and training plan. Participates in training as requested.
2. Acquires annually 20 hours of Tier II or higher level training

KNOWLEDGE, SKILLS, AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. Demonstrate advanced knowledge of early childhood development.
2. Ability to communicate effectively verbally and in writing.
3. Ability to clearly articulate the program's goals and the role of the early childhood development.
4. Must submit monthly reports.
5. Efficient time management skills.
6. Willing to work flexible work schedule.
7. Physically fit to work daily in a high pace environment
8. Participate and prepare for special CCDC events
9. Must participate in any staff training and maintain required annual training hours.

MINIMUM QUALIFICATIONS Teachers hired after July 1, 1995 are required to: A. Be at least 18 years of age; and B. have a high school diploma or GED or C. have completed

the tenth grade and be in the process of obtaining a GED for a period not to exceed 12 months

Computer Skills: Must have basic computer skills.

Certificates & Licenses: Valid Oklahoma Driver's license, food handler's card, first aid/cpr

Special Requirements

- Random drug and alcohol testing.
- Must pass a criminal background check.
- Maintain compliance with Criminal History Registry
- Level 3 Background check requirement
- Cheyenne-Arapaho Preference.

I have read the above job descriptions. I understand it and will fulfill my responsibilities to the best of my ability.

Signature

Date

SALARY: Negotiable, depending on qualifications and experience.

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

Personnel Department

P.O. Box 167

Concho, OK 73022

Or e-mail: atisdale@cheyenneandarapaho-nsn.gov

Office (405) 422-7498

Fax (405) 422-8222

Toll Free 1 (800) 247-4612 ext. 27498



To view all our current vacancy announcements, please visit our website at: www.cheyenneandarapaho-nsn.gov