

Position: Assistant Teacher  
Position Status: Full Time  
Position Number: 4296  
Pay Grade: H 4  
Department: Early Childhood  
Location: Complex, Perkins, OK  
Issuing Date: December 26, 2007  
Closing Date: January 4, 2008



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Equal Employment Opportunity Statement

The Iowa Tribe of Oklahoma does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability status in employment. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

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**Summary of Responsibilities:** Assistant Teacher works under the direction of the Assistant Child Care Coordinator and is responsible for delivering education and early childhood development services to infants and toddlers and their families according to Tribal, State and Federal Regulations, including Head Start Performance Standards.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** \_ include the following. Other duties may be assigned.

- Has the Primary Caregiving responsibilities of 4 infants and/or toddlers
- Develops and delivers an individualized, developmentally and linguistically appropriate and culturally based curriculum based on responsive care and Native traditions.
- Completes and/or assists with all program aspects including necessary paper work, fund raisers, staff, parent and Policy Council meetings and self- and community assessments.
- Must obtain, annually, a physical and negative TB test.
- Must have or be able to obtain Community First Aid and CPR certification including infant and toddler certification.
- Must pass an OSBI background check.
- Follows Tribal and State Health, Safety and Sanitation requirements.
- Follows Child Care Center Dress Code.

**Education:**

Infant/Toddler CDA, or Associate or Bachelor's degree in Early Childhood Education or related field or be able to obtain an Infant/Toddler CDA within one year of hire date.

**Experience:**

Prior experience working with children. Prior experience working with infants and toddlers a plus, but not required. Prior experience working with Head Start and/or Early Head Start a plus, but not required.

**Position Schedule:**

40-hour week. Monday through Friday 7am – 4pm or 9 am – 6pm. Two fifteen minute breaks, one one-hour lunch. Some evenings and/or weekends may be necessary.

**Other Information:**

Center Hours of Operation M-F: 7:00 a.m. – 6:00p.m

**LICENSE:**

Valid Oklahoma Driver's License

**QUALIFICATIONS:** 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Noise level in the work environment is usually moderate.

**CONDITIONS OF EMPLOYMENT:**

The Iowa Tribe of Oklahoma operates a drug-free workplace. The selected applicant must submit to and pass applicable drug test. Additionally, selected individual must be bondable and able to pass background check.