



KIOWA TRIBE JOB OPPORTUNITY

The Kiowa Tribe, Carnegie, Oklahoma, is hiring immediately, complete a Kiowa Tribe Employment Application, available on-line at: kiowatribe.org/careers

Job Opportunity: KTJA-24-0036	Opens: 04/01/2024 Closes: OUF
Position Title: Classroom Assistant	
Salary Rate: \$9.00 to \$12.00 per hour	Duty Location: Carnegie, OK

JOB SUMMARY

The Headstart Classroom Assistant is to provide a warm, nurturing, safe and loving environment where self-concepts are enhanced, independence is encouraged and individually is respected. Assist with implementing learning experiences that advance the intellectual and physical development of children. Improve the readiness of children for school by developing their literacy, phonemic and print awareness, their understanding and use of increasingly complex and varies vocabulary, and their appreciation of books. Also, improve children's understanding of early math and science, problem solving abilities and their approaches to learning.

Reports To: Lead Teacher

HOW TO QUALIFY FOR THE JOB

Educational Requirements: High School diploma or GED.

- Maintain compliance with DHS full day licensing requirements.
- Abide by Head Start Program Performance Standards.
- Comply with all applicable federal, state, and tribal regulations, policies and procedures.
- Assist Lead Teacher and/or Teacher's Aide to promote school readiness while adhering to Kiowa Tribe Head Start policies and procedures; follow curriculum, assist with the implementation of weekly lesson plans in accordance with My Teaching Strategies.
- Maintain a clean, neat classroom, keep toys and equipment clean and in good condition.
- Supervise outdoor and indoor areas in a way that children's safety can be easily monitored and ensured.
- Establish and maintain good communications with parents and staff.
- Advocate and act as a liaison for Head Start children and families.
- Other duties assigned.

EMPLOYEE BENEFITS AVAILABLE

Leave Benefits, (15) Paid Holidays Medical / Dental / Vision

\$25,000 Basic Life and \$25,000 AD&D insurance coverage at no cost to employee

401K with 3% employer contribution, per plan requirements

WHAT ARE THE JOB REQUIREMENTS?

- Must possess a valid Oklahoma's state driver's license and be insurable under the Kiowa Tribe's Driving policy.
- Must submit to and pass a pre-employment background check pre-employment drug test.
- Positions are subject to random drug testing according to the Tribe's Drug Free Workplace Policy.
- Current physical exam will be required.
- Must have a current immunization record including annual TB test.
- Food Handler's certification.

SUBMIT TO: HR@kiowatribe.org or

DROP OFF AT: 100 W. Kiowa Way, Carnegie, OK 73015 Phone: 580-654-6465

Kiowa Tribe does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. Kiowa Tribe is subject to applicable Indian Preference guidelines and reserves the right to apply and utilize Indian Preference in its hiring and employment activities.