



DELAWARE TRIBE OF INDIANS

JOB DESCRIPTION

Position:	Early Head Start Teacher
Department:	Child Development
Employment Status:	Regular
Class:	Full-Time
Location:	Bartlesville, OK
Immediate Supervisor:	LELC Director

GENERAL DESCRIPTION:

Lenape Early Learning Center is seeking a qualified professional with their Child Development Associate Certification, Certificate of Mastery or a degree related to early childhood with experience in a full-time child care setting. Candidates without certificates but possess working experience who are willing to obtain proper certification within 18 months will also be considered. This person will be responsible for the implementation of curriculum and maintaining OKDHS licensing requirements at all times. This person will responsible for the day to day running of their designated classroom and must adhere to and complete all necessary child daily reports as well as maintain a high level of confidentiality.

QUALIFICATIONS:

- Minimum requirement of a High-School Diploma/GED
- Child Development Associate, Certificate of Mastery, or any degree related to education or early care preferred

- If candidate does not possess certifications they must obtain a minimum of a CDA within 18 months of hire
- Minimum of 1 year of child care experience
- Minimum of 20 hours training required annually
- Meet and maintain all state and licensing requirements, accreditation criteria, and LELC policies
- Have no felony convictions or misdemeanor convictions for offenses relating to children or violence, and satisfactorily complete the required background check and drug testing
- Requires a high level of personal integrity and ethics
- Requires a high level of problem solving, organization skills, and must be a self-starter
- Requires good interpersonal, communication, and teamwork skills
- Requires a high level of confidentiality and flexibility.
- Ability to pass a criminal background check and drug screening

DUTIES AND RESPONSIBILITIES:

- Arrive promptly at the beginning of your shift Monday thru Friday
- Follow all guidelines established by OKDHS
- Develop and implement weekly lesson plans using the Oklahoma Early Learning Guidelines as well as the designated curriculum.
- Rotate, add, and arrange classroom equipment to support children's learning activities reflected on lesson plans and to engage children's imaginations and interests
- Conducts child observations and bi-annual parent teacher conferences.
- Maintain confidentiality
- Demonstrate unity and be a positive role model for families, co-workers, and children
- Follow the chain of command with any issues or concerns
- Attends virtual and in person trainings.

INDIAN PREFERENCE POLICY:

In accordance with the Indian Preference Act of 1934, (Title 25, USC, Section 47), Delaware and/or Indian Preference will be observed in hiring.