



SAFETY SENSITIVE POSITION

**Muscogee (Creek) Nation
Human Resource Management Services**

Employee Requisition

PO BOX 580
OKMULGEE, OK 74447
Telephone (918) 732-7827
Toll-Free (800) 482-1979
Fax (918) 756-2284

Submitted Date 3/4/2024 10:37 AM	Employee Requisition Number ER-24249	JOB OPPORTUNITY	
Title/Position: TEACHER AIDE			
Pay Grade SG 9	Salary Range \$28,308-36,940	Classification Full Time	
Department: HEADSTART TULSA CENTER	Location: Tulsa	Location Code: 108D	FT/PT Full Time

**COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.**

General Summary:	<p>Work effectively as a team member, under the direct supervision of the Teacher and Center Supervisor</p> <p>Have ability to work respectfully and cooperatively with Teacher.</p> <p>Have knowledge and experience with the basic principles of child development.</p> <p>Understands the philosophy of the program and can describe School Readiness goals and objectives to others. Possess strong oral and written communication skills.</p> <p>Adheres to guidelines set in Muscogee (Creek) Nation Head Start Policies and Procedures, Muscogee Nation Policies and Procedures, DHS Child Care Licensing requirements and federal and state guidelines as related to Head Start.</p> <p>Maintain strict confidentiality regarding children, their families, and other staff members. Must sign Compliance of Confidentiality.</p>
Principal Duties and Responsibilities:	<p>Fosters the belief that parents are their child’s first teacher and reinforces this concept with practical suggestions from the child’s parent. Exhibits a genuine nurturing and caring attitude to all children. Ensures children supervised at all times. Assist Teacher ensuring an effective purposeful classroom and responsive to children’s needs. Assists Teacher in maintaining current and accurate records, forms, and duties as requested by the Center Supervisor and Specialists/Coordinators. Assists Teacher in completing and submitting lesson plans three (3) weeks prior for approval. Developing realistic lesson plans responsive to the needs of all the children. Plans and implements learning experiences that promotes all areas of development, including improving the readiness of children for school by developing their literacy and phonemic, print, numeric awareness and language including English as a second language if</p>



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applicable. Assist Teacher in developing goals and objectives for each child and for the group as a whole. Writes anecdotes for each child daily/weekly and uses the data collected to assess each child. Maintains a comprehensive and ongoing portfolio for each child. Ensures transitions are smooth that help children move from one group to another. Maintains scheduled classroom activities in absence of the Teacher and follows lesson plans and daily routines. Assist Teacher with pre and post developmental screenings, behavioral screenings and speech/language screening annually on each child. Integrate special needs children in a positive and respectful manner. Implement child's IEP in daily learning. Teacher and Teacher assistant work cooperatively conducting at a minimum two (2) parent/teacher conferences and two (2) home visits per school year to discuss child's progression with the parents. Diligently pursue basic Muscogee (Creek) Nation language skills and continue to expand from words and numbers to practical phrases. Assist the Teacher with room management and center activities. Assist the Teacher to guide and facilitate activities for the children including: daily activities, field trips, room arrangement, selecting equipment and materials in the classroom. Plans a variety of ways to use low or no cost items in educational activities with the children. Documents follow-up on absenteeism as assigned by the Teacher and/or Center Supervisor. Eats with the children and supporting the development of social, self-help skills, and sound nutritional practices. Model a willingness to try new or different foods. Responsible for assisting with the cleanup of spills and area before leaving the table. Inspects classroom, playground, and buses daily. Documents and immediately report to the Center Supervisor any repairs or maintenance needed. Operate the bus on a daily basis to transport students to and from the Head Start center, field trips, and other activities. Must conduct a pre and post trip inspection of the bus each day before and after bus routes and/or field trips. Provide guidance and participate in scheduled monthly parent meetings. Participates with parents and children on group socialization experiences. Maintains cleanliness of the center and classroom by sweeping and mopping floor; vacuuming; and disinfecting restrooms. Assist in the daily cleaning of buses. Initiates parent involvement in the communities by recruiting volunteers. Must participate in the Annual Community Assessment and program self-assessment, as well as conducting ongoing recruitment. Must sign in and out on the activity leave form before leaving the work site on Head Start business. Attends all center staff meetings. Must attend all mandatory trainings, workshops, and professional development throughout the year and implement knowledge and techniques gained. Must be able to withstand possible exposure to blood, bodily fluids or tissues and possible exposure to communicable diseases, be familiar with emergency procedures. Able to stoop, bend, stretch, climb and lift up to (50) fifty pounds. Must document and report suspected child abuse, neglect, etc. as mandated by the Muscogee (Creek) Nation Head Start Policies, tribal, state & federal laws. Must have a valid Oklahoma Driver's License. Must obtain Food Handlers Permit and CPR/AED, MAT & First Aid card and any other required trainings as scheduled by the program. Must obtain a



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	Commercial Driver License (CDL) within the first six (6) months of employment. Upon hire, must obtain an initial TB skin test and physical and thereafter obtain a physical annually. Performs all other duties as assigned by the Manager, Program Coordinator/Specialists, and Center Supervisor related to program philosophy.
Minimum Requirements:	CDA or State awarded certificate that meets or exceeds the requirements of a CDA. Must submit to and pass all necessary background checks, fingerprinting and drug testing.
Preferred Requirements:	Associate or Baccalaureate Degree in Child Development, Early Childhood Education, or Equivalent coursework.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

- Customer Service:** Responds promptly to customer needs; Responds promptly to voicemails and emails.
- Professionalism/ Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control; Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of status or position.
- Time Management:** Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Analytical Skills:** Collects and researches data; Uses intuition and experience to complement data.
- Teamwork:** Balances team and individual responsibilities; Exhibits objectivity and openness to others' views. Gives and welcomes feedback; Contributes to building a positive team environment; Supports everyone's efforts to succeed.
- Leadership:** Inspires respect and trust; Motivates and effectively influences others; Provides appropriate recognition; Identifies and resolves problems in a timely manner; Uses sound judgement; Makes timely decisions.
Works within the approved budget; Conserves organizational resources.
- Ethics:** Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
Adheres to policies and procedures.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures, including cyber security.
- Attendance/Punctuality:** Regular and on time attendance. Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction; Takes responsibility for own actions.



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Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move:

- Up to 50 lbs. Up to 100 lbs. Over 100 lbs. Physical Exam

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- Fumes or airborne particles Outside weather conditions Toxic or caustic chemicals
 Risk of electrical shock Vibration Loud Noise

Would this Open Position be considered a Safety Sensitive Position? Check All that Apply

Note: If **any** box is checked **THIS IS A SAFETY SENSITIVE POSITION (No failed drug test is tolerated).**

- The handling, packaging, processing, storage, disposal or transport of hazardous materials.
- The operation of an MCN vehicle as part of your primary job function, operation of equipment, machinery or power tools.
- Repairing, maintaining or monitoring the performance or operation off any equipment, machinery or manufacturing process (preparing food where knives and kitchen equipment is used), which could result in injury or property damage.
- Performing Firefighting, First Responder or EMT duties.
- The operation, maintenance or oversight of critical services and infrastructure including but not limited to electric, gas, and water utilities, power generation or distribution.
- Dispensing Pharmaceuticals.
- Direct patient care or Direct Child, Elderly, or Disabled care.
- An individual performing security, surveillance or law enforcement duties.
- Jobs/positions within MCN governed under the rules/jurisdiction of the Dept. of
- None of these apply.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.



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MCN Policy Requirements:

All Employees are subject to pre-employment background checks and drug testing. According to MCN Policy Section 502:Page 12/Section 503 110-111. All applicants must pass a drug test before beginning work. Any candidate who fails or refuses a drug test shall be withdrawn from employment consideration.

Medical Marijuana License Holder Protection and Non-Discrimination

A. Unless a failure to do would cause The Muscogee (Creek) Nation to imminently lose a monetary or licensing related benefit under federal law or regulations and with the exception of employees whose jobs are safety sensitive or primary job function is driving, The Muscogee (Creek) Nation shall not discriminate against a person in hiring, termination, or imposing any term or condition of employment or otherwise penalize a person based upon either: a. Solely, the person's status as a medical marijuana license holder; or b. Solely, the results of a drug test showing positive for marijuana and its components. B. Employees that are medical marijuana card holders shall not use, possess or be under the influence while at their place of employment or during hours of employment.