

**MIAMI NATION
JOB ANNOUNCEMENT**

POSITION TITLE: MASTER TEACHER, LEARNING CENTER
STATUS: FULL-TIME
CLASSIFICATION: NON-EXEMPT

DATES OF POSTING PERIOD: August 5, 2021 – AUGUST 19, 2021

POSITION SUMMARY: This position is under the direct supervision of the Leonard Learning Center Director and the indirect supervision of the Child Care Services Manager. This position will be located at Leonard Learning Center at 102 S Eight Tribes Trail, Miami, OK.

MAJOR JOB FUNCTIONS:

Performs duties to main clean, professional atmosphere at designated tribal facilities, includes but not limited to:

- With assistant teacher, develop classroom curriculum
- Implement curriculum and activity plans
- Monitors, observes and interacts with all children; documentation and reporting
- Cares for the physical needs of children including feeding, diapering, toileting and dressing
- Communicates with parents in oral and written form concerning needs, progress and behavior of children

OTHER JOB FUNCTIONS:

- Assists with food preparation, service and cleanup
- Classroom cleanup at the end of the day
- Attend field trips as needed
- Other duties as assigned

This position includes, but is not limited to, the job functions listed above.

MINIMUM QUALIFICATIONS:

- High School graduate or equivalent
- CDA Certification, Certificate of Mastery or willing to obtain
- Must be willing to obtain continuing education training as required
- Must possess high integrity regarding confidential and sensitive information
- Excellent communication skills
- May be required to work beyond normal working hours
- Must be able to successfully pass a criminal background investigation required for child care positions
- Must possess valid driver's license and be insurable
- Must be drug free and successfully pass pre-employment and random drug screenings throughout employment

PHYSICAL REQUIREMENTS:

- Must be able to lift and carry up to 50 pounds
- Standing, sitting, stooping and squatting

DRUG FREE WORKPLACE POLICY: *Individual selected shall agree and abide by the Drug Free Workplace Act of 1988 and consent to drug screening prior to employment.*

Preference in filling this position will be given to qualified Indian applicants in accordance with the Indian Preference Act and the Miami Tribe of Oklahoma Indian Preference Policy.

Human Resource Officer
Miami Tribe of Oklahoma
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