

# PAWNEE NATION OF OKLAHOMA

<b>Job Title</b>	<b>Lead Teacher, Infant thru Pre-K</b>
<b>Department</b>	<b>Pawnee Nation Learning Center</b>
<b>Division</b>	<b>Health &amp; Community Services</b>
<b>Supervisor</b>	<b>Learning Center Director / Learning Center Assistant Director</b>
<b>Position Overview</b>	Responsible for providing and maintaining a safe and stimulating classroom environment that is conducive to learning and appropriate to the physical, social, and emotional development of young children, with an emphasis on language development and emergent literacy skills.
<b>Essential Functions</b>	<ol style="list-style-type: none"> <li>1. Works cooperatively with Learning Center staff to create a nurturing environment that fosters early childhood development;</li> <li>2. Establishes and maintains good relationships and open lines of communication with parents, legal guardians, Learning Center staff, the Learning Center Assistant Director, the Learning Center Director, and the Child Care Program Coordinator;</li> <li>3. Reports all classroom issues and/or problems to the Learning Center Director, Learning Center Assistant Director and/or Child Care Program Coordinator;</li> <li>4. Develops and implements weekly classroom activity plans comprised of age-appropriate activities for children enrolled in the Pawnee Nation's Learning Center;</li> <li>5. Identifies each individual child's needs and capabilities; Designs lesson plans and classroom activities that maximize each child's educational experience;</li> <li>6. Maintains constant supervision of children, in order to ensure the welfare, health, and safety of children within the assigned classroom;</li> <li>7. Responsible for recording daily classroom attendance and preparing classroom-related reports;</li> <li>8. Organizes and cleans classroom activity areas, materials, and supplies; Advises the Learning Center Director, Learning Center Assistant Director and/or Child Care Program Coordinator when repairs and/or replacements are needed;</li> <li>9. Comprehends and adheres to the State of Oklahoma's Child Care Licensing Standards;</li> <li>10. Completes in-service training and annual training requirements;</li> <li>11. Trains Substitute Teachers, Teachers Assistants, and other Learning Center support staff;</li> <li>12. Attends staff meetings and trainings;</li> <li>13. Performs other duties, as assigned and within the scope of the position.</li> </ol>

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<b>Educational Requirements</b>	<p><u>Minimum:</u> High School Diploma or GED.</p> <p><u>Preferred:</u> Child Development Associate Certificate.</p>
<b>Experience Requirements</b>	<p><u>Minimum:</u> Six (6) months work experience in a childcare setting.</p> <p><u>Preferred:</u> One (1) year work experience as Lead Teacher in an Early Childhood classroom setting.</p>
<b>Knowledge, Skills, &amp; Abilities</b>	<p><u>Computer:</u></p> <ol style="list-style-type: none"> <li>1. Familiarity with Microsoft applications, including Word, Outlook, &amp; Internet Explorer, etc.</li> </ol> <p><u>Communication:</u></p> <ol style="list-style-type: none"> <li>1. Ability to establish and maintain professional relationships with parents and legal guardians, supervisory personnel, co-workers, and outside agencies.</li> <li>2. Ability to establish and maintain nurturing relationship with students.</li> </ol> <p><u>Miscellaneous:</u></p> <ol style="list-style-type: none"> <li>1. Ability to analyze situations and adopt appropriate courses of action.</li> <li>2. Ability to be persuasive and tactful in controversial situations.</li> <li>3. Ability to learn and follow Oklahoma Child Care Licensing standards.</li> <li>4. Ability to demonstrate basic knowledge/understanding of Early Childhood Development.</li> </ol>
<b>Physical Demands</b>	<p>While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle, or feel; reach with hands and arms; and, talk or hear. The employee frequently is required to stand and walk. The employee is regularly required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.</p>
<b>Work Environment</b>	<p>Work is generally performed in a classroom setting with a high noise level. Evening and/or weekend work is often required. There may be daily occasions requiring work outdoors, where exposure to natural weather conditions may occur. There is regular interaction with the public, other agencies, and employees. Tight time constraints and multiple demands from several and multiple demands from several people are common. Evening or weekend work may be required. Travel may be required for training, meetings, conferences, presentations, and other events.</p>