

PAWNEE NATION OF OKLAHOMA

Job Title	Substitute Teacher, Infant thru Pre-K
Department	Pawnee Nation Learning Center
Division	Health & Community Services
Supervisor	Assistant Learning Center Director and/or Learning Center Director
Position Overview	Assists the Pawnee Nation Learning Center’s staff in 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.
Essential Functions	<ol style="list-style-type: none"> 1. Assists Lead Teachers and Assistant Teachers with implementation of weekly activity plans; 2. Works with the Lead Teachers and Assistant Teachers to maintain a safe and healthy environment for children; 3. Assists the Lead Teachers and Assistant Teachers in maintaining good relationships and establishing open lines of communication with parents and legal guardians; 4. Reports all classroom issues and/or problems to Lead Teachers, the Assistant Learning Center Director, and/or Learning Center Director; 5. Works cooperatively with the Learning Center staff to create a nurturing environment that fosters early childhood development; 6. Assists the Lead Teachers and Assistant Teachers with supervision of the children; 7. Assists in organizing and cleaning classrooms, including daily disinfections; 8. Completes in-service training and annual training requirements; 9. Complies with Oklahoma Child Care Licensing standards; 10. Performs other duties, as assigned and within the scope of the position.
Educational Requirements	<u>Minimum:</u> High School Diploma. <u>Preferred:</u> Child Development Associate (CDA) Certification.
Experience Requirements	<u>Preferred:</u> Three months work experience in a childcare setting.

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Knowledge, Skills, & Abilities	<p><u>Computer:</u></p> <ol style="list-style-type: none"> 1. Familiarity with Microsoft applications, including Word, Outlook, & Internet Explorer, etc. <p><u>Communication:</u></p> <ol style="list-style-type: none"> 1. Ability to establish and maintain professional relationships with parents and legal guardians, supervisory personnel, co-workers, and outside agencies; 2. Ability to establish and maintain nurturing relationship with students. <p><u>Miscellaneous:</u></p> <ol style="list-style-type: none"> 1. Ability to analyze situations and adopt appropriate courses of action; 2. Ability to be persuasive and tactful in controversial situations; 3. Ability to learn and follow Oklahoma Child Care Licensing standards; 4. Ability to demonstrate basic knowledge/understanding of Early Childhood Development.
Physical Demands	<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>
Work Environment	<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>