



**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<br>2/12/2024 9:56 AM      | Employee Requisition Number<br><b>ER-24353</b> | <b>JOB OPPORTUNITY</b>      |                    |
| Title/Position:<br><b>MASTER TEACHER</b> |  |                             |                    |
| Pay Grade<br>SG 11                       | Salary Range<br>\$35,859-46,820                | Classification<br>Full Time |                    |
| Department:<br>CHILD CARE                | Location:<br>Holdenville                       | Location Code:<br>98        | FT/PT<br>Full Time |

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

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| General Summary:                       | Under the Supervision of the Child Development Center Supervisor, the Child Development Center Master Teacher shall assist in the developmental planning of all daily activities and provide mentoring to all teachers in the classroom. Shall perform all teacher related duties as necessary to ensure quality care to all children who attend the center.   |
| Principal Duties and Responsibilities: | <ol style="list-style-type: none"> <li>1. Shall be responsible for assisting teachers in the preparation and submission of daily lesson plans for the center.</li> <li>2. Shall assist the Supervisor in direct supervision of Teachers.</li> <li>3. Shall provide on-site mentoring for Child Care Teachers in obtaining a credential level or higher education.</li> <li>4. Under direction of the Supervisor, shall hold quarterly parent/teacher conferences to assist the Teachers with parent involvement activities. Shall offer parent resources and new information concerning child growth and development.</li> <li>5. Shall assist with Appropriate Room Arrangements.</li> <li>6. Shall prepare parent newsletter and is responsible for the preparation and upkeep for the Parent resource and information Board.</li> <li>7. Provide New Resources for Teachers by accessing professional articles and reliable print outs via the World Wide Web and Resource/Referral materials.</li> <li>8. Assist Teachers in working with parents of Special Needs Children to be referred if needed and be able to assist with getting information needed.</li> <li>9. Be an active member in an Early Care and Education Professional Organization.</li> <li>10. Working rotating shifts as needed to meet staff-child ratios as set by State and Tribal regulations.</li> <li>11. As a lead teacher you must be able to get up and down from the floor while interacting with children.</li> <li>12. Must be able to lift 50 lbs., reach, stoop and get up and down off the floor.</li> <li>13. Serve as "Staff in Charge" in the absence of the Center Supervisor</li> <li>14. Sit and serve family style meals and snacks with children in the classroom.</li> <li>15. Safely operate a Tribal vehicle and comply with regulations governing vehicle use.</li> <li>16. Maintain confidentiality of all Office of Child Care clients and personnel.</li> <li>17. Attend evening and weekend trainings as needed.</li> <li>18. Keep Professional Ladder up to date.</li> <li>19. Must maintain the correct number of training hours per year.</li> <li>20. Clean classrooms and restrooms on a</li> </ol> |



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|   | daily basis. 21. Shall assist by staying later in the evening to meet child/staff ratio. 22. Shall perform any other duties as assigned.  |
| Minimum Requirements:                         | Must be 21 year of age and have a high school diploma or G.E.D. with 2 years related experience and Child Development Associate Certificate (CDA) or Certificate of Mastery or Associate Degree in Early Childhood or related field. Must pass all fingerprinting and background checks and drug testing. |
| Preferred Requirements:                       | Bachelor's Degree in Early Childhood Development or related field within 4 years' experience. Must pass all fingerprinting and background checks and drug testing.  |
| Valid Oklahoma Driver's License required?     | Yes   |
| Please list any additional licenses required: | CDL-Commerical Drivers License must obtain within 90 days of hire   |

- 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.
- Ethics:** Works within the approved budget; Conserves organizational resources. 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.