



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 6/25/2024 3:15 PM	Employee Requisition Number ER-24409	JOB OPPORTUNITY	
Title/Position: CENTER SUPERVISOR			
Pay Grade SG 11	Salary Range \$35,859-46,820	Classification Full Time	
Department: HEADSTART WETUMKA CENTER	Location: Wetumka	Location Code: 108F	FT/PT Full Time

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

General Summary:	<p>Documents progress of all Head Start content areas.</p> <p>Assures integration of content areas with appropriate agencies, programs, and committees.</p> <p>Attends workshops and training to further knowledge of content areas.</p> <p>Supervise and evaluate the job performance of all staff under their direct supervision.</p> <p>Approve all leave of staff under their direct supervision following the Muscogee (Creek) Nation Policy and Procedure Manual.</p> <p>Must substitute for teaching staff when needed.</p> <p>Must ensure the center meets the staff/child ratio in the classroom, playground, and bus.</p> <p>Must ensure the center is safe according to State, Federal, and Tribal regulations.</p> <p>Must stay current on all updated policies and procedures, regulations, and changes within the Head Start program.</p>
Principal Duties and Responsibilities:	<p>Conducts recruitment of Head Start children within the community.</p> <p>Plan, coordinate, and integrate all content areas within the Head Start center.</p> <p>Responsible for implementing the enrollment process of all children, monitoring attendance, and maintaining full enrollment, replacing children within 30 of vacancies.</p>



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Responsible for one-classroom files for the centers having three (3) classrooms. Includes scheduling and documentation of all preliminary screening, follow-up appointments, and referrals for each child in their assigned center and assisting in helping families establish a medical and dental home. Provide transportation for children and families to medical and dental appointments as needed.

Observe each classroom weekly and submit observations to the Education/Disabilities/Mental Health Specialist.

Assures the classroom complies with lesson plans, daily schedules, meal times, and supervision of children.

Assures the center is complying with Child Adult Care Food Program (CACFP), State, Tribal, Indian Health Service (IHS), Head Start Performance Standards, Head Start Act, Head Start Policy and Procedures, and Muscogee (Creek) Nation Policy and Procedures.

Assures monthly newsletters for families sent to all parents/guardians.

Responsible for Monthly parent committee meetings are being scheduled and all required parent trainings are being met.

Assures center staff attend professional development training through Head Start In-Service Training, Conferences, and Webinars.

Responsible for tracking training needs for all center staff and ensuring training is completed within a specified period. Stay current on all new rules and changes within the Head Start program.

Responsible for completing and reviewing monthly reports for accuracy and assuring all reports are on time and submitted to each content specialist.

Responsible for reviewing and maintaining copies of all purchases and receipts before submitting them to Head Start Administration.

Monitor Teaching Strategies Gold monthly to ensure observations are current and cover all domains.

Provide site visits forms, and classroom observations/monitoring monthly.

Must ensure Performance Standards and Head Start Policies and Procedures are understood by staff and utilized throughout the Head Start.

Must provide all newly hired staff orientation that focuses on, at minimum,



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goals, the underlying philosophy of the program, and the ways implemented.

Coordinate ordering of supplies, materials, and equipment for the center.

Maintains an up-to-date record-keeping system. Ensures confidentiality of all records and information. Provides data reports and a summary of reports as needed.

Attends all supervisor and management meetings.

Provides monthly staff meetings.

Ensures that the multicultural principles are reflected in the Head Start program practices.

Review all lesson plans before implementation in the classroom.

Assists in interviews and in selecting potential applicants.

Ensures implementation of policies and procedures including procedures for children with disabilities in the Head Start program.

Ensure behavioral observations for each child entered into Child Plus.

Must report suspected child abuse, neglect, etc. as required by the Muscogee (Creek) Nation Policies, Tribal, State, and Federal laws.

Must be willing to stay after hours, if necessary, to complete an important task or meeting.

Adheres to and follows guidelines set in Muscogee (Creek) Nation, Head Start Policies and Procedures, Department of Human Services Child Care Licensing Requirements, and Federal, and State Regulations related to Head Start.

Must have a physical upon hire and annually and an initial TB skin test.

Must dress professionally for the position at all times, whether at the office, meetings, workshops, or conferences.

Must obtain a certificate of First Aid/AED, CPR, MAR, and Food Handlers Permit as scheduled.

Must obtain a CDL.

Must pass all background checks including fingerprints.



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	<p>Must have a valid Oklahoma Driver's License.</p> <p>Performs other duties as assigned.</p>
Minimum Requirements:	Associate degree in early childhood education
Preferred Requirements:	Bachelor's Degree in Early Childhood Education
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.