



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 10/21/2024 2:25 PM	Employee Requisition Number ER-25026	JOB OPPORTUNITY	
Title/Position: MASTER TEACHER			
Pay Grade SG 11	Salary Range \$35,859-46,820	Classification Full Time	
Department: CHILD CARE	Location: Holdenville	Location Code: 98	FT/PT Full Time

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

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"> 1. Shall be responsible for assisting teachers in the preparation and submission of daily lesson plans for the center. 2. Shall assist the Supervision in direct supervision of Teachers. 3. Shall provide on-site mentoring for Child Care Teachers in obtaining a credential level or higher education. 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. 5. Shall assist with Appropriate Room Arrangement. 6. Shall prepare parent newsletter and is responsible for the preparation and upkeep for the Parent resource and information Board. 7. Provide New Resources for Teachers by accessing professional articles and reliable print outs via the World Wide/Web and Resources/Referral materials. 8. Assist Teacher in working with parents of Special needs Children to be referred if needed and be able to assist with getting information needed. 9. Be an active member in an Early Care and Education Professional Organization. 10. Working shifts as needed to meet staff-child ratios as set by State and Tribal regulations. 11. As a lead teacher you must be able to get up and down from the floor while interacting with children. 12. Must be able to lift 50 lbs., reach, stoop and get up and down off the floor. 13. Serve as "Staff in Charge" in the absence of the Center Supervisor. 14. Sit and serve famliy style meals and snacks with children in the classroom.



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

	<p>15. Safely operates a tribal vehicle and comply with regulations governing vehicle use.</p> <p>16. Maintain confidentiality of all Office of Child Care clients and personnel.</p> <p>17. Attend evening and weekend trainings as needed.</p> <p>18. Keep Professional Ladder up to date.</p> <p>19. Must maintain the correct number of training hours per year.</p> <p>20. Clean classrooms and restrooms on a daily basis.</p> <p>21. Shall assist by staying later in the evening to meet child/staff ratio.</p> <p>22. Shall perform any other duties as assigned.</p>
Minimum Requirements:	<p>Must be 21 years of age and have a high school diploma or GED 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.</p>
Preferred Requirements:	<p>Bachelors Degree in Early Childhood Development or related field within 4 years' experience. Must pass all fingerprinting and background checks and drug testing.</p>
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.
- Ethics:** Works within the approved budget; Conserves organizational resources. Treats people with respect; Keeps commitments; Inspires the trust of others;



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

- Organizational Support:**
- Quality:**
- Quantity:**
- Safety and Security:**
- Attendance/Punctuality:**
- Dependability:**

Works with integrity and ethically; Upholds organizational values.
 Adheres to policies and procedures.
 Follows policies and procedures; Supports organization's goals and values.
 Demonstrates accuracy and thoroughness.
 Completes work in timely manner.
 Observes safety and security procedures, including cyber security.
 Regular and on time attendance. Arrives at meetings and appointments on time.
 Follows instructions, responds to management direction; Takes responsibility for own actions.

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:

- | | | |
|--|---|---|
| <input type="checkbox"/> Fumes or airborne particles | <input type="checkbox"/> Outside weather conditions | <input type="checkbox"/> Toxic or caustic chemicals |
| <input type="checkbox"/> Risk of electrical shock | <input type="checkbox"/> Vibration | <input type="checkbox"/> 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).**

- Operate motorized equipment, machinery, power tools, and/or a motor vehicle.
- Repair, maintain, or monitor the performance or operation of any equipment, machinery, or manufacturing process (preparing food where knives and kitchen equipment is used).
- Work in close proximity to motor vehicles or heavy equipment and/or construction sites.
- Operate any equipment which could seriously injure any person as a result of misuse.
- Carry and use of firearms/ammunition
- Work with vulnerable or violent clients.
- Have direct contact with children and youth.
- Entrusted with the direct care or custody of children and youth and whose performance of his/her duties may affect the health, welfare, or safety of children and youth.
- Provide direct patient care or providing for the health, safety, and welfare of children, adults, disabled, and elders.
- Perform life threatening procedures such as firefighting, first responder, or EMT duties.
- Dispense pharmaceuticals
- Have access to or responsible for confidential information or sensitive data protected by federal, state, or Muscogee Nation law.
- Have responsibility for money, receipts, and/or disbursement of negotiable instructions,



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

e.g., money, checks, or property disbursements.

- Have responsibility for all financial documents, credit data, credit account records, or credit transactions.
- Have responsibility for the use, handling, packaging, processing, storage, disposal, or transport of controlled substances, toxic, radioactive, or other hazardous materials.
- Have responsibility for security, surveillance, or law enforcement duties.
- Have routine access to security control and key systems
- Operate, maintain, or oversee critical services and infrastructure including, but not limited to: a. Electric;b. Gas;c. Water;d. Power generator; e. Distribution.
- Positions governed under the rules and jurisdiction of the Department of Transportation
- Any position in which a momentary lapse in attention could result in injury or death to an employee or another person.
- 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.

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.