**INTERNAL/EXTERNAL ANNOUNCEMENT**

Applications can be obtained and then submitted using the information listed above or by email: [sthompson@ukb-nsn.gov](mailto:sthompson@ukb-nsn.gov)

Opening Date: 11/09/2022

Closing Date: Until Filled

Position: Assistant Teacher

Department: Henry Lee Doublehead Child Development Center

Reports to:Site Manager/Director

Pay: $10/HR

Status: Full-Time, Non-Exempt

**Job Summary**: An Assistant Teacher will be responsible for assisting the teacher and master teacher in implementing lesson plans and other various tasks. He/She will assist in maintaining a positive learning environment conducive to the well-being of young children.

**Essential Duties and Responsibilities**

**(Include and are not limited to the following assignment.)**

* Implement with assistance individual and age-appropriate group activities to stimulate growth in language, cognitive, social/emotional and motor skills.
* Follows Daily Classroom Schedule
* Assist Master Teacher and Teacher in putting into practice classroom management plans through age-appropriate lesson plans.
* Follow Weekly lessons Plans.
* Demonstrate an understanding of Developmentally Appropriate Practices. Ensure that ALL DHS Licensing requirements are met and exhibit professional demeanor as outlined by NAEYC (National Association for the Education of Young Children).
* Demonstrate an ability to foresee, prevent, and respond in hazardous situations.
* Assist teachers with classroom management.
* Keep parent board current with information.
* Help Maintain a clean, child friendly learning environment.
* Ability to calculate and maintain child/staff ratios according to DHS standards.
* Actively supervise children at all times.
* Actively communicate with children.
* Oversee and assist in all handwashing.
* Assist in toileting and/or diaper changes.
* Participates in family style meals.
* Follow chain of command with issues and/or concerns.
* Attends all center meetings
* All other duties as assigned.

**Other Qualifications:** Must be able to pass a drug and alcohol screening and must have a clean driving record.

**Education Required:** High school diploma or GED.

**UKB and Tribal preference applies.**

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Federally Recognized

October 3, 1950

COUNCIL

Joe Bunch

CHIEF

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Jeff Wacoche

ASSISTANT CHIEF

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Joyce Hawk

SECRETARY

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Sonja Gourd

TREASURER

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Eddie Sacks

CANADIAN

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Cliff Wofford

COOWEESCOOWEE

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Caleb Grimmett

DELAWARE

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Frankie Still

FLINT

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Willie Christie

GOINGSNAKE

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Peggy Girty

ILLINOIS

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Charles Smoke

SALINE

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Junior L. Catron

SEQUOYAH

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Alvin Hicks

TAHLEQUAH

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