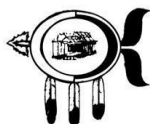


KICKAPOO TRIBE OF OKLAHOMA



NOTICE OF VACANCY

EMPLOYMENT: Teacher Assistant

DEPARTMENT: Kickapoo Head Start, Inc.

STATUS: Full Time

DEADLINE: Until Filled

JOB DESCRIPTION:

The Teacher Assistant works in collaboration with the Teacher, volunteers, and other adults to provide daily activities, care and nurturance to a group of children. The Teacher Assistant is also responsible for developing partnerships with children's families, working with the Health/Disabilities Manager, Family Service Manager and Head Start Director to implement comprehensive Head Start services.

MINIMUM REQUIREMENTS:

- (1) **Education:** CDA or plan for completion of CDA within 180 days/ or Provision of a written plan for completion of CDA.
- (2) Willingness to work toward an AA.
- (3) Good health status as documented by a physical examination.
- (4) Ability to lift 50 pounds.
- (5) Ability to provide evidence of freedom from TB.
- (6) Ability to supervise outdoor play in all weather conditions in which children will play outdoors consistent with outdoor policy.
- (7) Ability to move quickly from one area of classroom or playground to another
- (8) Ability to quickly move from sitting to standing and from standing to sitting.
- (9) Ability to position oneself to be face to face to a standing child.
- (10) Ability to sit in a child size chair.
- (11) Valid Oklahoma driver's license and satisfactory driving record.
- (12) Reliable transportation.
- (13) Satisfactory OSBI background check.
- (14) Maintenance of a current First Aid and CPR certificate.
- (15) **Skills:** Experience in child care program accredited by the National Association for the Education of Young Children.
- (16) **Requirements:** Must possess documents that establish both identity and employment eligibility, pass a drug screening test, and complete and OSBI background investigation. English language necessary and Kickapoo language is a plus.

If you are interested in the positions listed above, please submit resume and/or application to:

Kickapoo Tribe of Oklahoma
Attn: Kickapoo Head Start, Inc.
PO BOX 399
McLoud, OK. 74851

or by Fax: 405-964-3417

Kickapoo Tribal Members and Indian preference in filling this vacancy is given to qualified candidates, in accordance with Title 25, U.S. Code Section 472 and 473. Kickapoo Tribe of Oklahoma is an equal opportunity employer.