

Delaware Nation Vacancy Announcement

Below you will find a detailed description of the vacancy being advertised herein. To be considered for the position you must fill out a Delaware Nation Employment Application, available at the Delaware Nation Tribal Complex or at www.delawarenation.com/human-resources/. Delaware Nation does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. Delaware Nation reserves the right to apply and utilize Indian Preference in its hiring and employment activities, as allowed by Indian Preference guidelines.

Job Title:	Assistant Director/Education Coordinator	Posting Date:	08/27/2021	Closing Date:	Until filled
Department:	Early Childhood	Status:	Full-Time		
Location:	Anadarko, OK				

Position Summary:

Under the Supervision of the Early Childhood Director the assistant director/education coordinator is responsible for ensuring the health, safety, and quality of education, for all children within the center's care. The Assistant Director/Education Coordinator is accountable for overall operation of the Early Childhood Learning Center. The Assistant Director/Education Coordinator ensures that the needs of the students and the goals of the center are met appropriately.

Qualifications

1. Bachelor's degree in Early Childhood Education or related field preferred with a minimum of 3yrs experience in a supervisory role	4. Strong understanding of child development and ability to work well with others to foster a team environment
2. Must meet state qualifications; have and maintain current center director licensure	5. Excellent leadership, organizational, and interpersonal skills; Strong Finance and budgeting skills
3. Pediatric First Aid/CPR, Universal Precautions and Medication Administration	6. Effective verbal and written communication skills

Applicant **MUST** possess and retain the following while employed with Delaware Nation in the advertised position:

<ul style="list-style-type: none"> • Valid Oklahoma Driver License • Reliable transportation • Pass drug testing requirements • Pass FBI Background Check per P.L. 101-630 	<ul style="list-style-type: none"> • Annual TB and Child Care Staff Physical • Current on required immunizations • CPR/First Aide Certification; Food Handler's Permit • 30 hours of Early Learning Child Care Training; Annual professional development
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To apply submit the following:

- A current Delaware Nation Employment Application and Resume
- A Certificate of Degree of Indian Blood (CDIB), if applicable
- Current Valid Oklahoma Driver License
- Other Documents Deemed Applicable

Where to Apply:

Name	Address	Phone Number	Fax Number	Email Address
Delaware Nation Human Resources Dept.	PO Box 825 Anadarko, OK 73005	(405)247-2448 Ext. 1102	(405)247-9393	arodriguez@delawarenation-nsn.gov

**A complete job description for the above advertised position may be obtained from the Delaware Nation Human Resources Department.