

SENECA-CAYUGA NATION

VACANCY ANNOUNCEMENT

The Seneca-Cayuga Nation is accepting applications for the below position.

In compliance with the Seneca Cayuga Nation, Tribal Government Office Employees Personnel Policy, before applicants are solicited from outside the Tribe, consideration shall be given to upgrading the existing staff according to the Tribe's Career Development Program. Applications will be received from prospective employees concurrently. To qualify for this position prospective applicants must submit a complete application for employment which addresses the applicant's ability to perform each of the below listed specific areas of responsibility, qualifications, and requirements, as well as the physical requirements for this position. Applications are available at 23701 South 655 Road, Grove, OK 74344 and online at www.sctribe.com. Resumes with completed applications may be submitted to Human Resources or online to clewis@sctribe.com.

Posted 10/17/2025 . Position Closes 10/31/2025.

Position Title: Teacher Assistant

Department: Early Childhood

Immediate Supervisor: Center Site Manager

Position Supervised: None

General Statement of the Responsibility:

Provide a successful, safe and supervised educational setting for children while those who are in the Early Childhood environment (classroom, outdoor play areas, and field trips). Promote the social, emotional, physical and cognitive development of enrolled children. Encourage parent involvement in all aspects of the program. In conjunction with Primary Teachers, partners with Content Specialists and Community resources to ensure all needs and/or concerns for child/families enrolled are being addressed.

Specific Areas of Responsibility:

- Provide a welcoming and friendly classroom environment for all children, parents, and visitors, including a regularly updated educational and informative parent board.
- Work with Primary Teachers to prepare the classroom environment and materials to support developmentally appropriate curriculum plans and learning experiences.
- Engage with and supervise children during all activities, encouraging experimentation, exploration, problem solving, cooperation, socialization and choice-making.
- Ensure that the appearance, cleanliness, and the safety of the classroom environment are appropriately maintained, following all program, state, and federal guidelines.
- Complete and submit all required daily, weekly, and monthly documentation.
- Under the guidance of the Primary teacher and Center Site Manager ensure the implementation of identified health, social service and disability needs for all classroom children and families.
- Communicate with parents in a friendly and effective manner, including greeting them by name, addressing concerns in a respectful and timely manner.
- Identify opportunities and/or problems in the classroom and the center and resolve them in cooperation with appropriate program staff.
- Maintain confidentiality regarding information regarding families, coworkers, and self.
- Reporting any suspected Child Abuse and Neglect in accordance with State, Tribal and Federal laws
- Participate in all program required professional development, including days when the program's childcare center is closed and childcare is not provided through the program.
- Other duties as assigned by Center Site Manager.

Qualifications and Requirements:

- Experience working with children in a group setting, experience with mixed age groups preferred.
- Willingness to educationally work on a Child Development Associate (CDA).

Knowledge, Skills and Abilities:

- Knowledge of culturally diverse populations and their needs.
- Willingness to learn about children's development and apply that knowledge in daily activities and adapt to the individual needs of children.
- Basic understanding of technology, including the use of a tablet, keyboarding skills, computer literacy and familiarity with various applications such as word processing, email and internet.
- Ability to obtain CPR/First Aid/AED certification and Food Handler's Card.

- Ability to respond appropriately (both mentally and physically) to an emergency or a crisis Situation.
- Ability to interact with children at their eye level (sitting, kneeling, stooping, bending) for the majority of the day.
- Occasional lifting up to 50 lbs.
- Ability to communicate information and ideas verbally and in writing, in a way that others will understand.
- Must be able to organize and prioritize.

Certifications:

- Valid Driver's License and Insurance.
- CPR/First Aid/AED certification within 3 months of employment.
- Must have a current PDL or in the process of obtaining. Teacher Assistant's are required to maintain 20 hours of Professional Development annually along with the mandatory classes.
- Food Handler's Permit within 30 days of employment.

Conditions of Employment:

The Seneca-Cayuga Nation of Oklahoma operates a drug-free workplace.

- Must submit to and pass applicable drug test.
- Must pass fingerprint and background investigations for suitability of character identified in accordance with the Indian Child Protection and Family Violence Prevention Act, and Child Care and Development Fund, 45 C.F.R. § 98.43(a)(2).
- Pay will vary depending on experience and credentials.

Tribal/Indian preference will be observed in the filling of this position.