

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 5/26/2026. Position Closes 6/8/2026.

Position Title: Early Childcare Supervisor

Department: Early Childhood

Immediate Supervisor: Center Site Manager

Position Supervised: Teachers, Teacher Assistants, and Cooks

(Hourly rate of \$18.00 per hour)

General Statement of the Early Childhood Supervisor:

Provide a successful, safe and supervised educational setting for children while 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.

Specific Areas of Responsibility:

- Reporting any suspected Child Abuse and Neglect in accordance with State, Tribal and Federal Laws, as needed and in partnership with the Early Childhood Manager.
- Maintain confidentiality regarding all information regarding families, co-workers and self in accordance with the Early Childhood departmental confidentiality policy.
- Participate in the Early Childhood leadership team, making programmatic decisions, contributing to ongoing planning and operations, and offering vital information.
- Ensure that the Early Childhood is safe for children and comply with laws and regulations.
- Manage and support teaching staff and promote their professional development.
- Participate in interviewing, hiring, and training new staff members, ensuring they meet all policies and legal requirements.
- Complete ongoing training and courses to remain up to date on childcare standards and procedures.
- Communicate and meet with parents regarding their children and the center's policies.
- Facilitate the daily scheduling of teaching staff, ensuring ratios in every classroom are always met.
- Work in classrooms when needed for staffing support.
- Assist with CACFP/CACP meal program documentation and monitoring.

Qualifications and Requirements:

- Minimum three years Early Childhood Supervision and/or Teaching experience
- Experience working with children in a group setting, experience with developmentally appropriate practices and federal learning guidelines, preferably in a mixed age group setting.
- Experience working with state licensing requirements. Understanding of federal CCDF compliance requirement.
- Must be willing to obtain Oklahoma Director's credentials.

KNOWLEDGE, SKILLS and ABILITIES:

- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Ability to communicate information and ideas in speaking so others will understand.
- Ability to lift up to 50 lbs. in connection with the handling of children for the facilitation of programs, child safety, and potential emergency situations.
- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Must be able to read, understand, apply and retain knowledge of departmental rules, regulations, and policies.
- Outstanding organizational abilities and must be able to prioritize.
- Productive and effective time management, flexibility in responding to a variety of work tasks.

- Proficiency with basic information technology.
- Must be able to stand, sit, and walk for prolonged periods of time in order to properly perform the assigned job duties.
- Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
- Ability to apply Early Childhood Development theory in daily classroom activities and adapt to the individual needs of children.
- Ability to set and maintain professional relationships with staff and families.
- Assist the Early Childhood Manager with daily center operations

CERTIFICATIONS:

- Valid Driver's License and Insurance.
- CPR/First Aid/AED certification within 3 months 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 fingerprints 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).

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