



**JOB TITLE:** PEAK Uncertified Teacher  
**DEPARTMENT:** Children & Services Department  
**PROJECT:** PEAK  
**REPORTS TO:** PEAK Coordinator  
**FLSA STATUS:** Nonexempt  
**RATE OF PAY:** \$12 - \$15 Per Hour  
**CLOSING DATE:** Until filed  
**HOURS OF WORK:** 10-12 hours per week

**Essential Job Functions:**

Teacher must have regular and punctual attendance. Teacher is responsible for planning, executing and evaluating daily program age appropriate activities that meet the social, emotional, physical, and intellectual needs children. Teacher is responsible for assisting in routine student activities such as meals, field trips, hands on projects, instruction, teaching materials, and equipment. Teacher must maintain a safe, fun, organized, and sanitary environment for children. Teacher must assume responsibility for the group and daily operations. Cooperating with the Lead Teacher the Teacher must develop and maintain relationships with parents. Teacher is responsible for writing progress reports, arranging, and maintaining teaching materials and equipment. Teacher will be expected to report unresolved program issues directly to Lead Teacher. Teacher must attend staff meetings, required training, and continuing education.

**Minimum Education Qualifications:**

Three or more years of experience working in a child care environment as an educator and/or dealing with Early Childhood Education and/or related field. Candidates must be CPR and First Aid certified prior to or within 30 days following start date. Candidates must also be able to pass a background check and drug screen. Excellent communication skills (written and oral), the ability to lift up to 60 pounds, and the ability to climb stairs are also required.

Graduation from high school or possession of high school equivalency (GED) and a minimum of one (1) year of experience in a responsible day care position. Must hold Child Development Associate Credential (CDA) or equivalent prior to start date or within 18 months following start date.

**Mail cover letter and resume to:**  
**Urban League of Greater Oklahoma City**  
**Attn: Human Resources**  
**3900 N. Martin Luther King Ave.**  
**Oklahoma City, OK 73111**

**ABSOLUTELY NO PHONE CALLS**