# THE NAVAJO NATION
## Department of Personnel Management
## JOB VACANCY ANNOUNCEMENT

| | | | |
|---|---|---|---|
| REQUISITION NO: | **DSS05711915** | DATE POSTED: | 05/16/16 |
| POSITION NO: | 936904 | CLOSING DATE: | 05/27/16 |
| POSITION TITLE: | Child Development Aide | | |
| DEPARTMENT NAME / WORKSITE: | NDSS / Child Care and Development Fund Program / St. Michaels, AZ | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| WORK DAYS: | Mon - Fri | REGULAR FULL TIME: | ☑ | | GRADE/STEP: | AB55A |
| WORK HOURS: | Varies | PART TIME: | ☐ | NO. OF HRS./WK.: | $ 18,616.00 | PER ANNUM |
| | | SEASONAL: | ☐ | DURATION : | $ 8.95 | PER HOUR |
| | | TEMPORARY: | ☐ | | | |

**DUTIES AND RESPONSIBILITIES:**

NURTURING: Assists with attending to children's basic needs and necessities, has the ability to stimulate the children's physical, emotional, intellectual and social development; assists with helping children explore their interests, develop their talents and independence; build self-confidence, language development and enabling them to learn social skills; assists with supervising children in the classroom, cafeteria, playground and field trips; records progress, sets up equipment or assists in the preparation of materials for instructions. *TEACHING: Tutors and assists children in learning instructional class materials; assists in recording and maintaining health and attendance records; performs routine clerical tasks including typing, filing and copying documents; inventories and stocks supplies; maintains and operates classroom equipment; assists with special projects and the preparation of exhibits; will instruct children, under the direction and guidance of the Child Development Worker and Staff Members. *MEETINGS/TRAININGS: Attends staff meetings, parent meetings, and other meetings related to the organization; attends trainings, conferences, workshops related to job position and organization; local and out of town travel. Ability to comprehend and meet Provider Health and Safety requirement, codes and regulations. Work and classroom schedule, and age group assignment varies based on the needs of the children and families served. May serve as a lead teacher.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma or GED; and one (1) year of work experience in child care setting.

**Preferred Qualifications:**

- College courses in Early Childhood or Child Development.
- Training in handling and working with children with special physical and mental needs.

**Special Requirements:**

- A favorable background check. ***(If selected for the position tribal, federal and state background checks must be completed prior to employment at the applicants expense.)***
- Possess a valid state driver's license and the ability to obtain a Navajo Nation Operator's Permit within 90 days of date of hire.

**Supplemental Requirements**

- Must obtain an Adult/Pediatric or Standard & Pediatrics First Aid Certificate, a Cardiopulmonary Resuscitation (CPR) Certificate. Food Handler's Permit and a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of the following: principles and practices of early childhood development and care, applicable rules, regulations, policies and procedures related to child care, Navajo traditional cultures and beliefs, developmental growth of children and educational activities and knowledge of office telephone etiquette; Skills in the following: nurturing, motivating, teaching and guiding children, displaying mature, patient and promoting socialization, skill in reading, spelling, simple arithmetic, basic filing, record keeping, operation of variety of machines including personal computer, telephones, scanners, and copiers. Ability to understand and follow oral and written directions; ability to establish and maintain cooperative relations with fellow employees and the general public.

***THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.***