# NAVAJO NATION
# DEPARTMENT OF PERSONNEL MANAGEMENT
## Job Vacancy Announcement

REQUISITION NO: **DODE78312118** DATE POSTED: 06/27/16
POSITION NO: 243387 CLOSING DATE: 07/11/16
POSITION TITLE: Head Start Paraprofessional
DEPARTMENT NAME / WORKSITE: Navajo Head Start - Smith Lake, NM
WORK DAYS: Monday - Friday REGULAR FULL TIME: ☐ GRADE/STEP: AD60A
WORK HOURS: 40 hrs./Week PART TIME: ☐ NO. OF HRS./WK.: _____ $ 21,341.60 PER ANNUM
SEASONAL: ☑ DURATION : $ 14.42 PER HOUR
TEMPORARY: ☐

**DUTIES AND RESPONSIBILITIES:**

The incumbent works closely with the Head Start Teacher by assisting and maintaining a classroom conducive to age learning in the following areas (School Readiness): health screening conducts fire drills evacuation, monitor children during transport to and from Head Start Centers, supervises children in the classroom, school yard, bus route, and field trips, parent-teacher conferences; implements individual plans for each child as identified by the Head Start Teacher in developmental and culturally appropriate activities on materials; participates in home visits introducing and explaining the program's purpose to recruit eligible children; assists in records up-date and maintenance concerning growth, health, behavior, and progress of each child; provides information to parents concerning child's development, engages in coordinating program plans with Head Start Center staff and in planning and conducting the following activities: field trips, fund raising, parent involvement, volunteer recruitment, make classroom materials or obtain equipment appropriate to developmental needs of children. Prepares and cooks food appropriate for children served, in charge of cafeteria set-up, clean-up, and delivery of food and services; assists children in maintaining physical hygiene: changing diapers, potty-training and usage, changing of clothing and other necessary action to meet federal, state, tribal child-care requirement. Advocates for child safe environment by protecting, safe-keeping and securing child from abuse, neglect and other

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

**Minimum Qualifications:**

- A high school diploma or GED; and a minimum of 45 college credit hours leading to an education degree.

**Special Requirements:**

- A favorable background investigation. ***(If selected for the position tribal, federal and state background checks must be completed prior to employment at the applicant's expense).***
- Possess a valid state driver's license and Food Handler's Permit.

**Supplemental Requirements:**

Incumbent must obtain a physical examination, a First Aid Certificate, Cardiopulmonary Resuscitation (CPR) Certificate and a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire. Incumbent who do not possess a Child Development Associate (CDA) must obtain a CDA within 180 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: Head Start Performance Standards, Navajo Nation, federal, state and local laws relative to position responsibilities; child development, as applicable to the age of children to be served, in all domains represented on the Head Start Child Development and Early Learning Framework; educational concepts, principles, theories and applications; early childhood assessment and educational activities based on current and relevant research; health and safety practices applicable to the age of children to be served. Ability to: nurture, motivate, teach ad influence children 3 to 5 years of age; work extended and flexible work hours; understand and communicate in the Navajo and English language

***Incumbent must abide by program standards of conduct.***

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