THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0576849** Date Posted: **07/30/12**

POSITION NO: **240725** Closing Date: **08/10/12**

CLASS CODE: **3632**

POSITION TITLE: **CHILD DEVELOPMENT AIDE**

DEPARTMENT NAME: Division of Social Services/Child Care and Development Fund Program

DEPARTMENT NO: **57** WORKSITE LOCATION: **Crownpoint, New Mexico**

WORKS DAYS/HOURS:
Days: **Mon-Fri**
Hours: **7:30AM - 5:30PM**

POSITION TYPE:
Permanent: ☑
Temporary: ☐ Duration: _____
Part-Time: ☐ No. of Hrs/Wk: **40**

GRADE: **R55A**
SALARY
$ **17,555.20** Per Annum
$ **8.44** Per Hour

DUTIES AND RESPONSIBILITIES:

Assists with attending to children's basic needs to simulate the children's physical, emotional, intellectual and social growth; assists with helping children explore their interests, develop their talents and independence, build self-confidence, language development and enabling them to learn how to behave with others; assists with supervising children in the classroom, cafeteria, playground and field trips; records grades, sets up equipment or assists in the preparation of materials for instruction. 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; may instruct children, under the direction and guidance of the Child Development Worker.

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; may instruct children, under the direction and guidance of the Child Development Worker.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties, Additional certifications may be required. Depending on the needs f the Nation, some incumbents of the class may be required to demonstrate fluency in both Navajo and English languages as a condition of employment. Additional certifications is required, based on the Navajo Nation.

Experience:

One (1) year experience in a child care setting ***(to receive full credit for education/training applicant must submit copies of transcripts, degrees and current certificates)***

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 standard office practices, procedures, and equipment. Skills in the following, nurturing, motivating, teaching and guiding children, displaying mature, patient and promoting socialization, understanding behavior, coordinating activities for children such as music, art, drama, and storytelling, applying Navajo traditional cultures and beliefs to child care and developmental activities, maintaining, communicating, and filing accurate records related to childhood development.

License/Certification Requirements:

Must possess Valid State Drivers License and obtain a NN Operator's Permit within 90days of employent; no DWI is the last 3 years (tribal or state); original State Driving Record required at applicant's own expense; original Criminal/Traffic Record required from Navajo Department of Law Enforcement, Toyei, Ganado, AZ, at applicant's own expense; Criminal Background and Fingerprinting Check required at applicant's own expense; Food Handlers' Permit; CPR certificate; First Aide certificate. Depending upon the needs of the Navajo Nation, some incumbents of the class may be required to demonstrate fluency in both English and Navajo languages as a condition of employment.

VETERANS PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. ***Revised: 1-15-99***