DUTIES AND RESPONSIBILITIES:
Attending to children's basic needs to stimulate the children's physical, emotional, intellectual, and social growth; ex: arts & craft activities, reading to the children, physical activities, organize play, story telling to children to explore their interests activities to promote talents and independence, build self-confidence, language development and enabling children to learn how to behave with others. Performs daily routine activities, ex: health checks, diaper changing, feeding the children, hand washing; contact with parents, maintain accurate sign in & out sheets for each child, putty training; cleaning and sanitize toys, furniture, equipment; brushing teeth, fixing the girls hair, keep the cots clean and sanitized.

Keeping records and maintaining health and attendance records; all other necessary information to complete and maintain children's folder; accident reports, documentation of all emergency actions. Performs routine clerical tasks including typing, filing and copying documents; maintaining children and staff attendance, children's records. Sets up educational equipment or conduct activities to promote and/or enhance positive development of the children in child care. Attend work related meetings, conference and trainings.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)
Minimum Qualifications:
A high school diploma/GED; supplemented by coursework in Early Childhood Education in pursuit of an Applied Science in Early Childhood Development or related field; and two (2) years of work experience in a child care setting.

Special Requirements:

- A favorable background investigation.
- A physical examination.
- Possess a valid state driver’s license.
- Within 90 Days of Employment obtain Food Handler’s Permit, 1st Aid/AED/CPR Training and the Navajo Nation Tribal Vehicle Operator’s Permit, including the Navajo Nation Sexual Harassment and additional required Health and Safety trainings required by funding source.

*(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:

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