

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DOE7584073
POSITION NO: 945462 **Date Posted:** 9/12/2011
CLASS CODE: 3641 **Closing Date:** 9/23/2011
POSITION TITLE: Head Start Teacher Aide**
DEPARTMENT NAME: Navajo Head Start-Fort Defiance Agency
DEPARTMENT NO: 758 **WORKSITE LOCATION:** Jeddito, AZ
WORK DAYS/HOURS: Monday-Friday **POSITION TYPE:** Permanent: X **GRADE:** V56A
Days: Monday-Friday **Temporary:** _____ **SALARY:** _____ **Per Annum**
Hours: 40 Hours/Week **Part-Time:** _____ **Duration:** _____ **\$ _____**
Part-Time: _____ **No. of Hrs./Work:** 40 **\$ 9.66** **Per Hour**

DUTIES AND RESPONSIBILITIES:

Assist the Head Start Teacher in maintaining a classroom conducive to age learning, participates in home visits to explain the program's purpose and to recruit children; assist in maintenance on up-to-date records concerning the growth, health, behavior, and progress of each child; assist in implementing plans for each child as identified by the Head Start Teacher in developmental and culturally appropriate activities on materials; helps coordinate program plans with Head Start center staff and in planning and conducting field trip activities; fund raising activities and parents; assist recruiting volunteers; make or obtain classroom materials and equipment appropriate to development needs of the children; attend chapter meetings, staff meetings, and other related meetings; assist in conducting fire evacuation drills, assist with the transportation of children to and from the community Head Start centers;

Assist with supervising children in the classroom, cafeteria, school yard, bus route and field trips; assist teacher with parent-teacher conferences; assist teacher with providing information to parents concerning child's development; assist with health screening and daily hygiene; assist with preparation of meals; perform other duties as assigned

QUALIFICATION REQUIREMENTS:

Education and Training:

A High School Diploma or GED. (To receive full credit for education/training applicant must submit copies of college transcripts, certificates, diplomas, etc.)

License/Certification Requirements:

Must pass a criminal background check, fingerprinting and employee assessment prior to employment; must possess a valid state driver's license. Within 90 days of employment must obtain a physical examination, a First Aid Certificate, Cardiopulmonary Resuscitation (CPR) Certificate, Food Handler's Permit and a Navajo Nation Vehicle Operator's Permit. Some positions may require a Commercial Driver's License (CDL).

Special Knowledge, Skills and Abilities:

Knowledge of early childhood development/education; knowledge of laws, regulations, and tribal policies on child care; knowledge of the Navajo culture and traditions. Ability to nurture motivate, teach, and influence children three to five years of age; ability to display mature patience and understanding; ability to articulate behavior; ability to work extended and flexible work hours; ability to understand and communicate in the Navajo and English languages.

****UNION POSITION**

VETERANS' PREFERENCE APPLIES

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