THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0574153** Date Posted: **10/03/11**
POSITION NO: 936898 Closing Date: **10/14/11**
CLASS CODE: 3630
POSITION TITLE: **SENIOR CHILD DEVELOPMENT WORKER**
DEPARTMENT NAME: NDSS/FORT DEFIANCE CHILD CARE CENTER - CHILD CARE DEVELOPMENT FUND PROGRAM
DEPARTMENT NO: 57 WORKSITE LOCATION: Fort Defiance, AZ
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R60A
Days: Mon-Fri Permanent: ☑ SALARY:
Hours: 8am - 5pm Temporary: ☐ Duration: $ 26,956.80 Per Annum
Part-Time: ☐ No. of Hrs/Wk: 40 $ 12.96 Per Hour

DUTIES AND RESPONSIBILITIES:
Under general direction, performs work of moderate difficulty in providing general child care nurturing, teaching, and developing activities for infants and young children in a child care or preschool setting; performs related work as assigned. Attends to children's basic needs by organizing and providing activities that stimulate the children's physical, emotional, intellectual and social growth; assist children to explore their interests, develop their talents and independence, build self-confidence, language development and learn how to behave with others; ensures the maintenance of a safe and comfortable environment of infants and young children; supervises children in the classrooms, cafeteria, schoolyard or on field trips.

Prepare daily and long term schedules of activities and ensures a comprehensive child development program to include active and rest periods; greets children as they arrive; conducts informal teaching to include small groups lessons; one on one instruction and educational paly activities; introduces scientific and mathematical concepts through play activies; maintains records of each child's progress, discussion of development with parents; conducts health assessments; records health and attendance information. Serves nutritious meals and snacks; guides children in healthy eating habits and personal hygiene; identifies children who show signs of emothional/developmental problem and discuss situation with supervisors and/or parents; Participates in parent-teacher conferences, training, planning activities and meetings. Coordinates activities and services between various departments, private agencies and the public; leads, trains, and coordinates the activites of subordinate staff.

QUALIFICATION REQUIREMENTS:
Education and Training:
An Associate's degree in Child Development or Early Childhood Education; and

Experience:
Two (2) year work experience in a child care setting; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)
Special Knowledge, Skills and Abilities:
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.

License/Certification Requirements:
Must possess a background investigation and a physical examination, a food handler's Permit and a Cardiopulmonary Resuscitation (CPR) Certificate-both Infant and Adult, First Aid Certificate proir to appointment. Some positions may require additional licenses and certificates.

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***