THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0577282** Date Posted: **12/03/12**

POSITION NO: **933487** Closing Date: **12/14/12**

CLASS CODE: **3631**

POSITION TITLE: **CHILD DEVELOPMENT WORKER**

DEPARTMENT NAME: **NDSS/FORT DEFIANCE CHILD CARE CENTERS - CHILD CARE DEVELOPMENT FUND PROGRAM**

DEPARTMENT NO: **57** WORKSITE LOCATION: **St. Michaels, Arizona**

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

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

GRADE: **R59A**
SALARY
$ **24,752.00** Per Annum
$ **11.90** 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 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 lesson plans 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 to one instruction and educational play activities; introduces scientific and mathematical concepts through play activities; 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 emotional/developmental problem and discuss situation with supervisors and/or parents; participants in parent-teacher conferences, training, planning activities and meetings.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED; a Certificate of Applied Science in Education Technician, Early Childhood Development or related field; 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.)***

License/Certification Requirements: preferred, but not required.

Must pass a background investigation and a physical examination prior to appointment and must obtain within 90 days of employment a Food Handler's Permit and a Cardiopulmonary Resuscitation (CPR) Certificate-both Infant and Adult, First Aide Certificate. 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***