

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DSS0574377

Date Posted: 12/12/11

POSITION NO: 936824

Closing Date: 12/23/11

CLASS CODE: 3632

POSITION TITLE: CHILD DEVELOPMENT AIDE

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

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

WORKS DAYS/HOURS: \_\_\_\_\_ POSITION TYPE: \_\_\_\_\_ GRADE: R55A

Days: Monday-Friday Permanent:  SALARY: \_\_\_\_\_

Hours: 7:30 AM - 5:30 PM Temporary:  Duration: \_\_\_\_\_ \$ 17,555.20 Per Annum

Part-Time:  No. of Hrs/Wk: 40 \$ 8.44 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Assists with attending to children's basic needs to stimulate 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.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A high school diploma or GED; and

**Experience:**

One (1) year experience in 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:**

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, display 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:**

Applicant must possess a Valid State Drivers license and obtain a Navajo Nation Operators Permit within 90days of employment. 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 prior to appointment.

**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*