

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

Requisition No: DOE7295061

Date Posted: 12/27/11

POSITION NO: 945581

Closing Date: 01/10/12

CLASS CODE: 3641

POSITION TITLE: HEAD START TEACHER AIDE\*\*

DEPARTMENT NAME: NAVAJO HEAD START - CHINLE AGENCY

DEPARTMENT NO: 729 WORKSITE LOCATION: PINON, ARIZONA

WORKS DAYS/HOURS: POSITION TYPE: GRADE: V56A

Days: M-F

Permanent:

SALARY:

Hours: 40 hrs.per week

Temporary:

Duration: \_\_\_\_\_ \$ \$15,456.00 Per Annum

Part-Time:

No. of Hrs/Wk: \_\_\_\_\_ \$ \$9.66 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Assist the Head Start Teacher in maintaining a classroom conducive to age appropriate learning, participates in home visits to explain the program's purpose and to recruit children; assist in maintenance of up-to-date records concerning the growth, health, behavior and progress of each child; 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 parents; assist in planning and conducting field trips activities, fund raising activities, and recruiting volunteers; make or obtain classroom materials and equipments activities related meetings; assist in conducting fire evaluations 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 development; assist with health screening and daily hygiene, assist with preparation of meals; perform duties as assigned or required.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

(To receive full credit for education and experience, applicant must submit copies of transcripts, degrees, diplomas, certificates, permits, etc.)

A high school diploma or GED

**Experience:**

**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.

**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 Aide Certificate, Cardiopulmonary Resuscitation (CPR) Certificate, Food Handler's Permit and a Navajo Nation Vehicle Operator's Permit.

**\*\* UNION POSITION**

**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**