THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0574162** Date Posted: **10/10/11**
POSITION NO: 240016 Closing Date: **10/21/11**
CLASS CODE: 3632
POSITION TITLE: **CHILD DEVELOPMENT AIDE**
DEPARTMENT NAME: NDSS/Southwest Regional Office-Child Care Development Fund Program
DEPARTMENT NO: 57 WORKSITE LOCATION: Leupp, Arizona
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R55A
Days: Monday-Friday Permanent: ☑ SALARY:
Hours: 8am - 5pm Temporary: ☐ Duration: $ 17,555.20 Per Annum
Part-Time: ☐ No. of Hrs/Wk: 40 $ 8.44 Per Hour

DUTIES AND RESPONSIBILITIES:
*NURTURING: 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; record grades, sets up equipment or assists in the preparation of materials for instructions. *TEACHING: 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; maintaining and operates classroom equipment; assists with special projects and the preparation of exhibits; may instruct children under the direection and guidance of the Child Development Worker. *MEETINGS/TRAININGS: Attends staff meetings, parent meetings, and otehr meetings related to the organization; attend training, conferences, workshops related to job position and organization; local and out of town travel. *OTHER DUTIES, as assigned by immediate supervisor.

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, diploma, etc.)***

Experience:
One (1) year of general office, public contact or related experience; or an equivelant combination or 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 office telephone etiquette; skills in reading, spelling, simple arithmetic, basic filing, record keeping, operation of variety of machines including personal computer, telephones, and copier. Ability to lift a 25 lb. toddler onto a changing table or high chair; Must be physically capable to stand, stoop, bend, left, and walk; and perform other similar duties throughout the day with children.
License/Certification Requirements:
Must possess a Valid State Driver's License and obtain a Navajo Nation Permit. Must successfully pass a background investigation and a physical examination. Within 90 days of employment, must obtain Cardiopulmonary Resuscitation (CPR) Certificate, First Aid, and Food Handler's Permit.
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***