

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DSS0572618

Date Posted: 11/22/10

POSITION NO: 936769

Closing Date: 12/07/10

CLASS CODE: 3632

POSITION TITLE: Child Development Aide

DEPARTMENT NAME: Division of Social Services/Child Care & Development Fund Program

DEPARTMENT NO: 57 WORKSITE LOCATION: Shiprock, New Mexico

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N550A

Days: Monday to Friday

Permanent:

Hours: 8:00am to 5:00pm

Temporary:

Duration: _____ \$ 16,952.00 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 8.15 Per Hour

DUTIES AND RESPONSIBILITIES:

Provide educational activities such as develop and implement lesson plans for children; have group circle to help children in the component motors skills area such as socialization, cognitive development, small and large motor development, emotional, and physical development; provide exercise daily, play vigorous and quiet games, and if weather is permissible take children outdoors; assist children with personal hygiene such as brushing their teeth, washing up and brushing their hair to practice good grooming; teach children with daily nutrition during meal times and provide lesson plans on table manners and the importance of the four basic food groups; ensures quarterly progress reports are sent out to the parents and answer questions to parents; teach and implementation of safety lesson plan on fire drill, etc; complete monthly reports, quarterly progress reports on each child on the accomplishments of the classroom and children. Completes accident/incident reports when necessary; clean classrooms on daily basis; and sanitize toys, equipment at least twice a week; decorate classroom and put up children art activities.

QUALIFICATION REQUIREMENTS:

Education and Training:

High school Diploma or GED; *(To receive full credit for education/training applicant must submit copies of college transcript, certificate, diploma, etc.)*

Experience:

One (1) year of experience in child care setting; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

Special Knowledge, Skills and Abilities:

Knowledge of office telephone etiquette; skill in reading, spelling, simple arithmetic, basic filing, record keeping, operation of variety of machines including personal computer, telephones, and copiers. Ability to understand and follow oral and written directions; ability to establish and maintain cooperative relations with the public.

Knowledge of principle and practices of early childhood development and care; knowledge of applicable rules, regulations, policies and procedures related to child care; knowledge of Navajo traditional culture and beliefs; knowledge of development growth of children and educational activities; skill in nurturing, motivating, teaching, and guiding children; skill in displaying mature, patient and understanding behavior.

License/Certification Requirements:

Valid Drivers License; no DWI in the last 3 years (Tribal, State, or National); National Criminal Background and Fingerprinting Check required at applicant's own expense; Food Handlers' Permit; CPR certificate; First Aide certificate.

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