

### **SENIOR CHILD DEVELOPMENT WORKER**

**DEFINITION:** Under general direction, performs work of moderate difficulty in overseeing the provision of general child care nurturing, teaching and development activities for infants and young children in a day care or preschool setting; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

#### **TASKS:**

Attends to children's basic needs by organizing and providing activities that stimulate the children's physical, emotional, intellectual and social growth; assists children 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 for infants and young children; supervises children in the classroom, cafeteria, schoolyard or on field trips.

Prepares daily and long term schedule 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 group lessons, one-on-one instruction, and educational play activities; introduces scientific and mathematical concepts through play activities; maintains records of each child's progress and discusses development with parents; conducts health assessments; records health and attendance information.

Serves nutritious meals and snacks; guides children in health eating habits and personal hygiene; identifies children who show signs of emotional/developmental problems and discusses situations with supervisors and/or parents; participates in parent-teacher conferences, training, planning activities and meetings; coordinates activities and services between various departments, private agencies and the public; leads, trains and coordinates the activities of subordinate staff.

#### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of principles 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 educational activities for children.  
Knowledge of assessing childhood development and identifying development difficulties.  
Knowledge of standard office practices, procedures and equipment.  
Skill in nurturing, motivating, teaching and guiding children.  
Skill in displaying mature, patient, and understanding behavior.  
Skill in coordinating activities for children such as music, art, drama and storytelling.  
Skill in applying Navajo traditional cultures and beliefs to child care and development activities.  
Skill in maintaining, communicating and filing accurate records related to childhood development.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** There is occasional need to stand, stoop, walk and perform other similar actions during the course of the work day.

#### **MINIMUM QUALIFICATIONS:**

- An Associate's degree in Child Development or Early Childhood Education; and two (2) years of work experience in a childcare setting.

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**PREFERRED QUALIFICATIONS:**

- One (1) year of supervisory experience in a child care setting.
- Training in handling/working with children with special physical and mental needs.

**SPECIAL REQUIREMENTS:**

- A favorable background investigation.
- A physical examination.
- Possess a valid state driver's license.

**Supplemental Requirements:**

Incumbent must obtain a Cardiopulmonary Resuscitation (CPR) Certificate, an Adult/Pediatric or Standard & Pediatric First Aid Certificate, a Food Handler's Permit and a Navajo Nation Vehicle Operator's Permit must within 90 days of date of hire. Some positions may require additional licenses and certificates.

Depending upon the needs of the Navajo Nation, some incumbents of the class may be required to demonstrate fluency in both English and Navajo languages as a condition of employment.