

CHILD DEVELOPMENT AIDE

DEFINITION: Under immediate supervision, performs work of routine difficulty in assisting Child Development Workers in providing general child care nurturing and teaching infants and young children within 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:

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.

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 cultures and beliefs.
Knowledge of the developmental growth of children and educational activities.
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 developmental 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:

- A high school diploma or GED; and one (1) year of work experience in child care setting.

PREFERRED QUALIFICATIONS:

- College courses in Early Childhood or Child Development;
- Training in handling and working with children with special physical and mental needs.

SPECIAL REQUIREMENTS:

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

THE NAVAJO NATION

Class Code: 3632
Community Education and Counseling Series
Child Development Group
Overtime Code: Non-Exempt
Pay Grade: 55

CHILD DEVELOPMENT AIDE

Supplemental Requirements:

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

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