



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 200-19

OPENING DATE: 12/03/2019

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Child Care Provider
PAY GRADE: NE5 (\$11.55/hr. - \$15.59/hr.)
FLSA STATUS: Non-exempt
POSITION TYPE: Full Time
FUNDING SOURCE: Grant Funded
DEPARTMENT: Head Start/Early Head Start/Child Care
REPORTS TO: Early Head Start Education Coordinator
BACKGROUND LEVEL: Child/Elderly

JOB PURPOSE: Provides a successful, safe and supervised educational setting for children while they are in the classroom and outdoor play area. Promotes the educational, social, emotional, physical, and cognitive development of children through supervised individual or group activities.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Develops and utilizes lesson plans that reflect mandated elements, parental and cultural influences and that are developmentally appropriate and intellectually challenging.
- Promotes the social, emotional, physical, and cognitive development of young children in all activities.
- Individualizes one-to-one activities to reflect the unique needs and strengths of all children in the classroom.
- Changes and creates classroom learning centers as needed.
- Follows a consistent schedule that includes small and large group experiences, choice time, music and movement, large and small motor skill activities, skill development, two meals, and maintains effective transitions between activities.
- Encourages experimentation, exploration, problem solving, cooperation, socialization, and choice-making activities while contributing to children's feelings of competence, safety, security, and self-worth.

- Provides an atmosphere and group activities that promotes and reinforces parental involvement in the classroom and is conducive to learning.
- Coordinates parent volunteer schedules assuring adequate involvement in an appropriate adult/child ratio.
- Coordinates special needs staff in the classroom and develops a collaborative approach that benefits all children in the classroom
- Works with appropriate agencies and people in developing Individual Family Service Plans and Individual Education Plans and meets goals as specified in the IFSP/IEP.
- Supervises and monitors children and deals with disruptive children, while providing fair but firm discipline.
- Responds to crisis or emergency situations that may occur following program approved procedures.
- Maintains accurate written records and files including assessments, IEP/IFSP documentation, screening instruments, anecdotal observations, case notes, educational, medical or social issue referrals, and provides follow-up while assuring the confidentiality of family records.
- Conducts regular home visits for purposes of assessment and support, and to share information on parenting, educational strategies, and classroom progress.
- Assures the general maintenance and security of facility and assists in inventory of all site equipment.
- Participates in regularly scheduled team meetings to plan for and deliver collaborative services across all Child Care and Head Start components.
- Maintains professional and technical knowledge by: conducting research; attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; and conferring with representatives of contracting agencies and related organizations.
- Maintains confidentiality of all information.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES:

- Provides guidance and direction to the Assistant Child Care Provider and parent volunteers in the classroom.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma or GED.
- One year experience working with infants and toddlers.
- 45 Hour Certificate (must be obtained within 6 months of hire) or CDA (must be obtained within 1 years of hire).
- Tiwa speaking preferred.
- CPR and First Aid Certified.
- Must obtain and maintain Food Handler's Card.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must be able to pass a physical examination and TB screening.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

- Must have fingerprinting completed prior to employment.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- 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 available community resources.
- Knowledge of proper and safe food handling, storage, and disposal requirements.
- Knowledge of food preparation methods and techniques.
- Knowledge of typical behaviors/expectations of children.
- Skill in operating various word-processing, spreadsheets and database software programs.
- Skill in nurturing, motivating, teaching and guiding children.
- Skill in displaying mature, patient, and understanding behavior.
- Ability to supervise and ensure a safe learning environment for children in a classroom setting.
- Ability to adapt curriculum to meet the needs of all children including “at-risk”, special needs, gifted, and culturally diverse populations.
- Ability to use excellent communication skills with especially good listening skills.
- Ability to respond to and remain calm in an emergency or crisis situations.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to collect and analyze information and develop statistical analysis and reports or data.
- Ability to perform and analyze child development assessments.
- Ability to respect the dignity of each family, culture, customs and beliefs.
- Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice, and desire to help when dealing with people.
- Ability to use effective communication skills, both verbal and written, and provide reports as needed.
- Ability to work professionally and cooperatively with staff, parents, and community members.
- Ability to understand and learn Head Start Standards, regulations, handbooks, and policies used for implementation and reporting requirements.

PHYSICAL DEMANDS:

- Extensive interaction with small children.
- Stoops, kneels, bends, etc. in order to get down to a child’s level.
- Stands and walks for up to 8 hours per day.
- Talk, hear, and sit; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 50+lbs.

WORK ENVIRONMENT:

- Work is performed in a childcare center and classroom environment with high noise level.

PREFERENCE:

Tribal preference and Native American Indian preference shall apply to all positions at Pueblo of Isleta.