Vacancy Announcement

Department of Education – Haak’u Learning Center

Pueblo of Acoma Human Resources Department P.O. Box 348, Acoma, NM 87034 • 505-552-6728 • www.puebloofacoma.org

JOB TITLE: Child Care Provider Assistant (Full-Time/Temporary) PAY RATE: $11.56/hr
(3 positions)

OPENING DATE: July 16, 2020 CLOSING DATE: Open Until Filled

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Pueblo of Acoma are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Interact in an honest, trustworthy and respectful manner with Tribal Members, employees, visitors and vendors.
- Comply with the Pueblo’s policies and procedures.
- Display respect and understanding of the Pueblo’s culture, traditions and values.
- Maintain a current insurable driver’s license.

POSITION PURPOSE

Under direct supervision of the Education Manager, the Child Care Provider Assistant assists the Provider in providing classroom experiences to enhance and promote the educational, intellectual and social growth and development of infant and toddler children.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

1. Assist in implementing lesson plans in a manner that will help each child’s physical, emotional, intellectual, and social behavior.
2. Assists with planned activities to stimulate growth in language, social, cognitive and motor skills.
3. Assist provider in providing a stimulating environment by means of dramatic play, self-help skills, sensory activities, hand-on activities, storytelling, and group discussion to stimulate students’ interest in and broaden understanding of their physical and social environment.
4. Assists in analyzing and appraising children’s progress and maintain accurate written records, including assessments, IFSP and ILP documentation, screening instrumentation, anecdotal observations, and other forms in a child’s working file.
5. Instructs children in practices of personal cleanliness and self-care which may include diaper changing.
6. Ensures the cleanliness and safety of materials, classroom, and playgrounds by health and safety policies are followed.
7. Assists volunteers and parents in feeling welcomes, comfortable, and involved.
8. Works cooperatively with the provider and coordinator as a team, to encourage the active participation of all parents in the program.
9. Shares information regarding child’s individual development and progress and educational strategies during parent conferences.
10. Submits newsletter articles as requested; completes attendance records and accident and incident reports.
11. Assists provider in implementing established and consistent classroom rules and routines.
12. Assists in implementing the Keres language throughout the day for children and staff.
13. Attends staff trainings and/or meetings.
14. Assumes the provider’s role in leading activities during designated parts of the class-day on a periodic basis for training purposes.
15. Contributes to a team effort and accomplishes related results as required.
16. Performs related work as required to meet the goal and objectives of the Haak’u Learning Center Child Care program.
### MINIMUM QUALIFICATIONS

**Experience:**
- Three – six months experience working with infants, toddlers and children at the pre-school level

**Education:**
- High School Diploma or GED
- Must possess a CDA (Child Development Associate) Credential; or actively work towards obtaining within one year of employment.

**Mandatory Knowledge, Skills, Abilities and Other Qualifications:**
- A record of satisfactory performance in all prior employment as evidenced by positive employment references from previous employers
- Ability to perform other duties as assigned
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in administering disciplinary rules to children and resolving situational conflicts among children.
- Ability to communicate effectively in the English language, both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to maintain confidentiality.
- Ability to work independently and meet strict time lines.
- Ability to demonstrate moral character, honesty tact, fairness, lack of prejudice, and desire to help when dealing with people.
- Ability to work extended hours and various work schedules.
- Ability to supervise and ensure a safe learning environment for young children.
- Ability to respond to emergency or crisis situations.
- Ability to satisfy health requirements as defined by the federal program standards.
- First Aid and CPR certification.
- Food Handler’s certification.

### PREFERRED QUALIFICATIONS

- Associate’s degree in Early Childhood Development.

### INDIAN PREFERENCE

The Pueblo of Acoma has implemented an Indian Preference Policy. It is the policy of the Pueblo of Acoma to give preference to any qualified person who is an enrolled member of a federally recognized Tribe.

The application of Indian Preference is not automatic. Applicants requesting consideration for Indian Preference must provide valid Tribal enrollment documents certifying his/her Indian blood quantum.

Aside from employment preference as provided in this section, the Pueblo of Acoma shall not discriminate because of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability or political affiliation.

### OTHER

**Confidentiality:**
All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination. An employee will be asked to sign a confidentiality statement upon hire.
Background investigation: This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 “Indian Child Protection and Family Violence Prevention Act.” Candidates must be able to successfully pass all required background checks to qualify for this position.

Health Requirement: Meet all current health requirements including a negative tuberculosis test. Obtain a medical physical exam on an annual basis.

Driver Check: All applicants must possess a current valid Driver’s License and must be insurable through Tribal Automotive Insurance Carrier to qualify for position.

Drug screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment and may be subject to random drug testing.

To apply, applications are available in the Acoma Human Resource (HR) Office or on-line at www.puebloofacoma.org. All applications must be submitted to the Acoma HR Office for consideration by the closing date of the announcement. All applicants will be given consideration; however, not all applicants will necessarily be contacted or interviewed.

Pueblo of Acoma is a Drug Free Workplace.