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 (2 positions) (Full-Time/Regular) PAY RATE: $12.43/hr

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

POSITION PURPOSE
Under general direction of the Child Care Coordinator, develops, plans, and instructs children in activities designed to promote social, emotional, physical, and intellectual growth and development, to enable a successful transition into Head Start or other Early Childhood facilities. Maintains a safe and healthy learning environment that reflects the Pueblo’s culture. Maintains confidentiality of all privileged information.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

1. Develops written daily, weekly, and monthly lesson plans in a manner that will develop each child’s physical, emotional, intellectual, and social behavior in accordance with Head Start Outcomes and School Readiness Goals.
2. Implements lesson plans that are developmentally and culturally appropriate and child focused.
3. Uses space, curriculum, materials, and routine as resources to encourage active exploration and physical, cognitive, and social/emotional development.
4. Provides and supervises daily activities that engage children in literacy, language, and math activities using songs, books, and games that are integrated with the theme/topics.
5. Encourages and models language expansion, extended learning and problem solving strategies throughout the day.
6. Implements behavior plans designed by the mental health specialist and/or Disabilities Manager.
7. Supervises guides, and models appropriate behavior and teaching techniques for teacher assistant and volunteers under her/his supervision in the classroom.
8. Provides observations for special needs referrals such as speech, hearing, and behavior and processes referrals requesting diagnostic testing to the appropriate Manager.
9. Encourages children to develop their independence by assigning responsibilities to individuals and challenging each child with increasingly difficult tasks.
10. Supports social and emotional development of child by building trusting relationships with each child, fostering self-control.
11. Establishes and maintain daily health routines with children, including toileting, tooth brushing, hand washing and diapering;
12. Provides an attractive, multi-sensory, well-organized classroom that reflects each child’s developmental level and learning style.
13. Maintains a safe and healthy classroom environment. Assure that classroom equipment, furniture, materials, and supplies are properly sanitized, maintained and stored in an orderly fashion.
14. Uses the playground as an extension of the classroom; assures that the playground is safe.
15. Assists in conducting the daily health and environment checklist.
16. Provides constant supervision, enduring the safety of every child.
17. Assists classroom volunteers and parents in feeling welcomed, comfortable, and involved.
18. Promotes parent engagement in individualization for services for their children.
19. Maintains accurate and current assessment information noting child’s progress across all developmental domains utilizing anecdotal notes and/or examples of children’s work.
20. Conducts parent conferences with families for purposes of assessing strengths and needs of each child’s development and implements an individualized plan with support and assistance from child’s family.
21. Responsible for individualizing the Individual Family Service Plan (IFSP) for children with disabilities.
22. Establishes a consistent routine and classroom rules that meet the developmental need of each child.
23. Submits newsletter articles on a monthly basis; completes attendance records and accident incident reports and all other required reports in a timely manner.
24. Maintains and updates professional and technical knowledge by: conducting research; attending educational workshops, conferences; reviewing professional publications; establishing networks; and conferring with representatives of contracting agencies and related organizations.
25. Adheres to the Pueblo of Acoma confidentiality policy.
26. Contributes to a team effort and accomplishes related results as required.
27. Performs other job duties as required to meet the goal and objectives of the Haak'u Learning Center.

**MINIMUM QUALIFICATIONS**

**Experience:**
- Two years experience working with infants, toddlers and children at the pre-school level

**Education:**
- Associates Degree in Early Childhood Development

**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
- Knowledge of applicable federal, state, county, and local laws, regulations, and requirements.
- Knowledge of records management procedures.
- Knowledge of the principles, practices and methods of Early Childhood Development.
- Knowledge of early childhood development, diet, and nutrition guidelines.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in classroom management.
- Skill in directing the activities of groups of children; evaluating progress, and maintaining an orderly classroom.
- Skill in writing lesson plans and using curriculum guides.
- Ability to communicate effectively in English 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 work effectively with individuals and demonstrate leadership and team-building skills with empathy and enthusiasm.
- Ability to maintain confidentiality.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to work independently and meet strict time lines.
- Ability to make solid decisions and exercise independent judgment.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- 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 infant, toddlers and young children.
- Ability to adapt curriculum to meet the needs of all children including at-risk, special needs, gifted, and culturally diverse populations.
- Ability to respond to emergency or crisis situations.
- Ability to prepare accurate, complete, and legible reports and create and present detailed, accurate, objective, and effective speeches and presentations.
- Ability to perform other duties as assigned.
• Must satisfy health requirements as defined by the federal program standards.
• Certified in First Aid and CPR.
• Possession of Food Handler’s Certificate.

PREFERRED QUALIFICATIONS

• Experience working with parents of young children
• Bachelor’s degree in Early Childhood education
• Keres speaking

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.

FIRST AMENDMENT: This amendment revises the previous vacancy announcement to add an additional position. Applicants who applied for the previous advertised vacancy announcement will remain in active status and need not apply to this notice.