



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

****Re-Advertisement****

POSTING NO: 017-15

OPENING DATE: 01/28/2015

CLOSING DATE: Open Until Filled

POSTED: IN & OUT

POSITION: Child Care Provider

PAY GRADE: NE5 (\$10.98/hr. to \$12.90/hr.)

FLSA STATUS: Non-Exempt

DEPARTMENT: Head Start/Early Head Start/Child Care

REPORTS TO: Early Head Start Education Coordinator

CHILD CARE PROVIDER

This position is located at the Pueblo of Isleta Head Start and Child Care program. 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.

Minimum Qualifications/Requirements:

- High School Diploma or GED
- Two years' experience working with infants and toddlers
- Associate's Degree in Early Childhood Education with CDA or Bachelor's Degree in Early Education or related field preferred
- Tiwa speaking preferred
- CPR and First Aid Certified
- Must obtain and maintain Food Handler's Card

Knowledge, Skill and Ability Requirements: Describe how you obtained these Knowledge's, Skills and Abilities.

- Knowledge of applicable rules, regulations, policies and procedures related to child care
- Knowledge of principles and practices of early childhood development and care
- Knowledge of food preparation methods, techniques, storage and disposal
- Knowledge of typical behaviors/expectation of children
- Skill in operating various word-processing, spreadsheets and database software programs
- Skill in nurturing, motivating, teaching and guiding children
- 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 understand and learn Head Start Standards, regulations, handbooks, and policies used for implementation and reporting requirements

Other Requirements:

Individual selected is subject to the following:

- 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 physical examination and TB screening
- Satisfactorily pass a background investigation, with NO prior convictions of any felonies
- Must comply with the Pueblo of Isleta Drug Free Workplace policies
- Must have fingerprinting completed prior to employment

PREFERENCE: Tribal preference and Native American Indian preference applies to all Pueblo of Isleta positions.