

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DOE7868105

Date Posted: 08/04/08

POSITION NO: 945318

Closing Date: OUF

CLASS CODE: 3641

POSITION TITLE: Head Start Teacher Aide\*\*

DEPARTMENT NAME: NAVAJO HEAD START/CROWNPOINT AGENCY

DEPARTMENT NO: 786 WORKSITE LOCATION: Torreon, NM

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N560A

Days: Monday - Friday

Permanent:

SALARY:

Hours: 8:00 am - 5:00 pm

Temporary:

Duration: \_\_\_\_\_ \$ \_\_\_\_\_ Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 8.88 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Assists Head Start Teacher with preparation of daily lesson plans and activities; prepares and sets up classroom for the daily activities; assists in teaching personal hygiene and health screenings; sets up morning snacks and assists with socialization, manners, table setting and activities; encourages children to initiate activities or select an activity for participation; assists and implements group activities such as singing, dancing, finger plays, stories, show and tell, etc.

Works with children and assists them during small motor activities including coloring, painting, cut and paste, stringing activities; completes activity record for each child at end of day; updates school records, files and health records; processes enrollment and family tracking forms and student progress summaries; assist with home visits, recruiting of children and volunteers.

Assists with inventory control and supplies; ensures supplies, are ready for next days activities; cleans classroom and sanitizes all toys, materials and room areas daily; sets up tables; assists with the transportation of children to and from center; monitors children to ensure safety practices are utilized and seat belts are on; assists with preparation of meals when necessary; sets up and operates audio visual aides and computers.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A high school diploma or GED

*(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diplomas, etc.)*

**Special Knowledge, Skills and Abilities:**

Knowledge of federal, state and Navajo Nation rules, regulations, policies and procedures related to preschool instruction and Head Start Programs; knowledge of early childhood development; knowledge of culture and its influence on the daily lives of the children and family; knowledge of maintaining a clean safe educational environment; knowledge of food preparation and nutrition; knowledge of health screening methods and practices; skill in assisting in planning and providing educational activities to children ages three through five years; skill in assisting working with parents, grandparents and volunteers in providing and meeting children's needs; skill in safely preparing and serving nutritional and appetizing meals to children; skill in maintaining a clean safe supportive educational environment; skill in maintaining accurate and current records and reports; and skill in establishing and maintaining effective working relationships.

**License/Certification Requirements:**

Must pass a criminal background check, fingerprinting and employee assessment prior to employment; must possess a valid state driver's license. Within 90 days of employment must obtain a physical examination, a current First Aide Certificate, a Cardiopulmonary Resuscitation (CPR) Certificate, Food Handler's Permit and a Navajo Nation Vehicle Operator's Permit, and complete Supervisory Management Training. Some positions may require a commercial driver's license.

**UNION POSITION\*\***

**"VETERANS' PREFERENCE APPLIES"**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

*Revised: 1-15-99*