

THE NAVAJO NATION  
Department of Personnel Management  
JOB VACANCY ANNOUNCEMENT

Requisition No: DOE8409633

Date Posted: 07/06/09

POSITION NO: 945040

Closing Date: 07/17/09

CLASS CODE: 3641

POSITION TITLE: Head Start Teacher Aide\*\*

DEPARTMENT NAME: Navajo Nation Head Start/Shiprock Agency

DEPARTMENT NO: 840 WORKSITE LOCATION: Sweetwater Center - Sweetwater, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N560A

Days: Mon-Fri

Permanent:

SALARY:

Hours: 7am-3pm

Temporary:

Duration: 9 Months \$ \_\_\_\_\_ Per Annum

Part-Time:

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

**DUTIES AND RESPONSIBILITIES:**

Assist the Head Start Teacher in maintaining a classroom conducive to age appropriate learning, participates in home visits to explain the program's purpose and to recruit children; assist in maintenance of up-to-date records concerning the growth, health, behavior and progress of each child; in implementing plans for each child as identified by the Head Start Teacher in developmental and culturally appropriate activities on materials; helps coordinate program plans with head Start center staff and parents; assist in planning and conducting field trip activities and recruiting; make and obtain classroom materials and equipment activities related to meetings; act as bus monitor on bus when children are being transported to and from center, assist with supervising children in the classroom and assist with parent/teacher conferences. Assist with health screenings and daily hygiene and performs duties as assigned.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

High School Diploma or GED. (To receive full credit for education/training, applicant must submit copies of transcripts, degree, diploma or certificates.)

**Special Knowledge, Skills and Abilities:**

Knowledge of early childhood development/education; knowledge of laws, regulations and tribal policies on child care; knowledge of the Navajo Culture and traditions. Ability to nurture, motivate, teach and influence children three to five years of age; ability to display mature, patience and understanding; ability to articulate behavior; ability to work extended and flexible work hours; ability to understand and communicate in the Navajo and English languages.

**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, First Aid Certificate, Cardiopulmonary Resuscitation (CPR) Certificate, Food Handler's Permit and a Navajo Nation Vehicle Operator's Permit. Some positions may require a Commercial Driver's License (CDL).

**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