

JOB ANNOUNCEMENT

Title: Daycare Teacher Aide (Full-Time)
Salary: \$9.00 an hour (NON-EXEMPT)
Opening Date: August 28, 2020
Closing Date: September 11, 2020

JOB DESCRIPTION:

Under the direct supervision of the Child Development Center Coordinator/Supervisor. This position will assist the daycare coordinator/supervisor with daily classroom activities, while carrying out the specific responsibilities as indicated below. Hours will be from 9:00 a.m. to 6:00 p.m., unless otherwise advised. Attentive, loving and compassionate care is top priority for this position.

RESPONSIBILITIES:

- Teacher Aide will work a 40-hour working week and will schedule parent meetings that best meet the needs of the clients. Center will be open from 7:00 a.m. until 6:00 p.m., 5 days a week.
- Teacher Aide will plan and implement daily developmental curriculum for the Preschool/Daycare Program.
- Maintain scheduled work hours; without an unusual number of absences.
- Must be responsible, to call in a timely manner to the Coordinator/Supervisor when teacher is available to work.
- Assist with clean-up after activities when necessary to keep the Daycare in an orderly environment.
- Maintain competence in the Early Childhood Education (ECE) Field through continuing education.

- Be available to support parents and grandparents with issues involving child-rearing problems.
- Communicate with parents and staff members in a positive and supportive manner.
- Prepare and maintain daily, weekly, and monthly records and reports related to attendance, skill development, lesson plans, and any other pertinent information that is needed to run the Preschool/Daycare Program.
- Maintain a safe, clean, and orderly physical environment conducive to the children's welfare.
- Assist the children if an emergency occurs and be part of the emergency readiness team.
- Be certified in Pediatric CPR and First Aid.
- Attend to the physical needs of the children including but not limited to diapering, feeding and comforting as needed.
- Safety is the top priority and daily examination of all materials and equipment, both inside and outside of the ABC Preschool and Daycare is essential to a good and safe program.
- Prepare and clean-daily projects and activities.
- Inform Coordinator of any conflicts during class time or outdoor play/activities.
- Follow all Daycare procedures and policies according to Handbook.

MUST HAVE KNOWLEDGE OF:

- The role of a teacher with emphasis on preschool children.
- Appropriate discipline techniques.
- Appropriate child development practices.

- Normal growth and development patterns, especially in the children 2-5 years of age.
- Materials and equipment that is age-appropriate for young children.
- Working with discretion in confidential matters.
- Any pertinent matters discussed in the daycare and preschool regarding children and their parents must be kept confidential and not discussed outside of the work. This part of the code of ethics put out by Nevada Association for the Education of Young Children (NevAEYC).

ADDITIONAL RESPONSIBILITIES:

- Check all plug covers each week.
- Medicine cabinets, check contents each month.
- Do sign in sheets on the 15th and 31st of each month.
- Make sure that authorization sheets for pick-ups are current.
- Curriculum for Children 2-5 years old.
- Diaper schedule.
- Other duties as assigned.

QUALIFICATIONS:

- Must have two years' experience in Infant/Toddler or Early Childhood Education or, applicant is working towards and Early Childhood Degree or Certification.
- Must be willing to travel and attend all Intertribal Council of Nevada (ITCN)/Child Care Development Fund Programs (CCDF) trainings and Annual NevAEYC Conference as scheduled.
- Must be certified in CPR and First Aid, or be willing to be certified.
- Must have a routine and up-to-date background check and fingerprints on file.
- Must have a valid Nevada Driver's License.

- **Must provide copy of DMV Driving Record**
- Must have a current TB Test on file.
- Must have a high school diploma or equivalent

INDIAN PREFERENCE:

Preference in filling vacancies is given to qualified Indian candidates in accordance with Indian Preference Act (Title 25 U.S. Code, Section 472 and 4730). However, the Elko Band Council is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions of the Section 703 (1) of the title VII of the Civil Rights Act of 1964, as amended in 1991.

APPLICATIONS:

Applications can be obtained at the Elko Band Administration Office, 1745 Silver Eagle Drive, or by calling (775) 738-8889.