



## HOPI CHILD CARE PROGRAM

### CHILD CARE TEACHER

**INTRODUCTION:** The Hopi Child Care Program strives to provide quality, comprehensive and culturally sensitive services to children and families in the program. This position is responsible for instructing infants, and school-age children in activities promoting socialization, physical, emotional and intellectual growth & skills needed for entry into preschool.

**DUTIES:** (The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive).

1. Supervises the day-to-day classroom and playground activities; plans and implements a culturally responsive curriculum, classroom approach and lesson plans according to Individual Education Plans (IEPs); models a friendly, respectful, warm atmosphere for children, parents and staff.
2. Works one-on-one or small groups engaging the child(ren) in activities designed to develop their fine- and large-motor, cognitive, language and artistic skills through hands-on, outdoor play, puzzles, recognizing shapes, numbers, colors, reading, storytelling, art projects, dramatic play, etc.; encourages family involvement in education activities; provides a supportive approach to learning, especially when working with children with developmental, emotional, physical limitations or learning challenges; incorporates age-appropriate conflict resolution skills to assist children in learning to resolve conflicts.
3. Assist in serving snacks/meals; eats and interacts with children during snack/meal time; keeps classroom clean; clear and disinfects tables after snacks/meals, art projects and other classroom activities throughout the day; keeps floors and sleeping area free of toys, books, debris by performing housekeeping duties; may be assigned to perform kitchen duties in the absence of staff.
4. Maintains child records, parent/teacher conferences, and other meetings; completes documentation on a timely basis including but not limited to, classroom observations, classroom and individual lesson plans, etc., and must be able to perform basic mathematical computations.
5. Calmly and safely evacuates children during drills and actual emergencies in compliance with the Hopi Tribe and Child Care Center emergency plan; maintains accountability of all children through use of accountability sheet; ensures emergency contact names and numbers are periodically updated.
6. Report child abuse to appropriate personnel according to Tribal reporting requirement.
7. Attend on-going training to maintain Tribal requirements (may include evening or weekend in-service); attends staff, Parent Committee meeting and program activities
8. Performs other duties assigned and authorized to meet and achieve program goals and objects.

**COMPLEXITY:** The work typically includes varied duties requiring different and related processes and methods. Decision regarding what needs to be done include the assessment of unusual circumstances, variation in approach and incomplete or conflicting data. The work requires making decisions concerning such things as the interpretation of data, planning of the work or refining the methods and techniques to be used.

**SUPERVISION RECEIVED:** The incumbent is under general supervision and line authority of the Early Childhood Coordinator. The supervisor and incumbent, in consultation define the objectives, priorities and deadlines and assist the incumbent with unusual situations, which do not have clear precedents. The incumbent plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness and conformity to policy and established procedures.

**PERSONAL CONTACTS:** Contacts are with employees within/outside the immediate work area, supervisor, children, family members, villages/communities, related programs and agencies and the general public. The purpose of these contacts is to exchange factual information, coordinate work efforts, provide services & assistance and establish a network of resources. Some contacts with clients and families may involve situations where they are reluctant, unwilling or unable to provide information.

**PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:** The work is performed in a classroom/playground setting requiring physical exertion such as long periods of sitting, standing, crawling, recurring bending, stooping, stretching and lifting objects in excess of 20 lbs. Some travel on and off the reservation is required.

**MINIMUM QUALIFICATIONS:**

1. Required Education, Training and Experience:

A. Education : Child Development Associate's Certification or Associates of Associate of Applied Science Degree in Early Childhood Development;

AND

B. Experience : Two (2) years work experience working in a day care setting with infants and toddlers or in an educational setting providing one-to-one or group instruction;

OR

C. Any equivalent combination of Education, Training or Experience which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities:

A. Knowledge:

Knowledge of the culture, customs, traditions, socio-economic environment of the Hopi Reservation  
Knowledge of classroom management and teaching principles and methods  
Knowledge of early childhood development and education and of special education needs  
Knowledge of laws, regulations and Tribal, State and Federal policies on child care  
Knowledge of the Hopi Child Care Program services, policies and procedures

B. Skills:

Excellent verbal and written communication skills  
Excellent leadership, customer service and public relations skills  
Skill in incorporating cultural values, language and traditions in the classroom and playground  
Skill in operating modern office machines/equipment and applicable computer software

D. Abilities:

Ability to communicate in verbal and written form  
Ability to maintain strict confidentiality of program information, records and files  
Ability to portray a positive attitude in the classroom when working with children, parents and staff  
Ability to meet the social and emotional needs children  
Ability to prepare narrative and statistical reports  
Ability of maintain strict confidentiality of child records and information of a sensitive nature  
Ability to establish and maintain professional working relationships with others

**NECESSARY REQUIREMENTS:**

1. Must complete and pass the pre-employment screening (includes a fingerprint and background investigation) in accordance with Hopi Tribal Policy.


2. Must possess a valid Arizona Driver's License and satisfactorily pass the Hopi Tribe's Defensive Driving Course.
3. No felony convictions.
4. No misdemeanor convictions within the past three (3) years.
5. Must satisfactorily complete an annual physical examination (including tuberculosis screening), within 60 days of hire.
6. Possess or obtain, within 60 days of hire, a food handler's card and maintain certification.

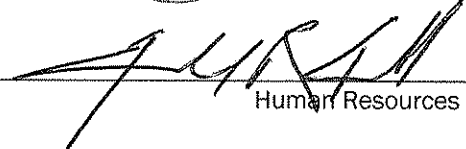
**PREFERRED QUALIFICATION:**

1. Speak and understand the Hopi language to translate Hopi to English and vice-versa.

**CONDITION TO EMPLOYMENT:**

All offers of employment will be contingent upon successful completion of all reference checks, education verification (including credentials, licenses and degrees), and background investigation and other pre-employment screening requirement.

REVIEWED BY:  \_\_\_\_\_ 1-31-11  
Hiring Authority Date

APPROVED:  \_\_\_\_\_ 1-31-11  
Human Resources Director Date

NON-EXEMPT  
Range 30  
01/2011