

# Human Resources Department Pueblo of Santo Domingo



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## JOB ANNOUNCEMENT

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**POSITION TITLE: Child Care Specialist**

**SALARY RANGE: \$17-\$25 Hourly, DOE**

**DEPARTMENT: Kewa Child Care and Development**

**POSITION STATUS: Exempt, Full-time**

**SUPERVISOR: KCCD Program Director**

**JOB POSTING ID: CCDF-170221**

**Open until filled- For best consideration apply by 2/26/2021**

*Santo Domingo Tribe exercises Indian Preference in employment opportunities but otherwise supports non-discrimination on the basis of age, sex, religion, disability, color, race, or national origin, except where required by bona fide business necessity.*

### **BASIC PURPOSE:**

Basic Purpose: Teacher must be well-trained, caring and responsive in order to promote a safe and healthy learning environment. Teacher is responsible for creating a safe space where children can develop and flourish. Teacher will be responsible for offering high quality child care in early learning and school-age programs and makes a positive difference in lives of the children. Overall, the teacher will impact the child's school readiness and helps to establish a foundation of social, emotional and cognitive development that carries on throughout their life. The incumbent is also responsible for working in collaboration with other CCDF staff in developing activities that are culturally relevant and appropriate. The teacher will work closely with Language Immersion Teachers and Child Care Providers. The teacher will provide quality development services for children ages 3 months to 13 years of age, in accordance with Departmental, Federal, and Tribal Standards, regulations and laws.

### **TYPICAL FUNCTIONS:**

- Creates schedules for center-based child care
- Develops lesson plans and curriculum for center-based and in-home childcare. Assists the Wellness Coordinator in afterschool programming
- Collaborates and communicates effectively with Santo Domingo Early Childhood Learning Center to provide effective and efficient wrap around services
- Supervises language teachers and/or teacher assistants. Creates schedules and revises as needed
- Promotes and enforces the health and safety standards set forth by the CCDF Final Rule and where applicable, promotes and enforces health and safety standards for center-based care
- Ensures professional confidentiality with children's files and parent conference
- Serves as the "expert" within a function, a particular field of knowledge or services (e.g., disabilities, health, education, child care referral) within a broad program area
- Assists in developing, enhancing, and assessing programs
- Recommends changes to local policies and procedures
- Assesses needs, and develops, delivers, and evaluates training programs for childcare providers and teachers
- Oversees delivery of technical assistance provided to providers, parents, centers, and the community
- Coordinates services with other governmental programs (tribal and state) and tribal community organizations
- Works with multidisciplinary teams to develop plans to best meet children's needs

- Maintains current knowledge of legislation, best practices, and performance measures
- Updates systems and resources to match current program strategies
- Monitors programs for compliance with applicable federal, state, and local laws and regulations
- Assists in researching and writing grant proposals and seeking innovative funding sources
- Oversees a program site and manages services within that site
- Prioritizes workloads of staff and manages caseload distribution and maintains staff schedules
- Other duties as assigned

**REQUIRED COMPETENCIES**

- **Integrity / Honesty**

All Santo Domingo tribe employees must work in an ethical manner by following all Santo Domingo tribe policies and procedures relating to HIPAA, handling, tracking of participants confidential records, and proper behavior between staff and clients. Incumbent must conduct oneself above the appearance of doing something wrong.

- **Teamwork**

All Santo Domingo tribe employees must be competent in working effectively with division members and members of other divisions to resolve common issues or problems as well as listening and seeking others' perspective on how to complete assignments. Keeps others informed and up-to-date about tasks, progress, or projects.

- **Goal and Task Management**

Incumbent in this job needs to be able to plan, prioritize, set goals, set up standards, coordinate tasks, show concern for deadlines, and track progress with respect to personal performance.

- **Decisiveness**

Incumbent in this position must be able to successfully figure out and start a course of action. Incumbent must require the consideration of multiple options, information sources, and development of contingency plans.

- **Vision**

Incumbent in this position must have the ability to gain an understanding of where an organization is headed considering internal and external trends and influences.

- **Interpersonal Skills (Working with Others)**

Incumbent in this position must be able to communicate one's feelings, preferences, needs, and opinions in a way that is neither threatening nor punishing to another person, while at the same time recognizing effort of others and praising that effort.

- **Teaching Others**

Incumbents in this position must be able to take responsibility for the development of individuals and groups through proper teaching, guidance and coaching techniques.

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Early Childhood preferred; OR an Associate's Degree in Childhood Development; AND three (3) years' work experience in a preschool setting (or Early Head Start Setting); OR New Mexico Early Childhood State Certification; however if employee substitutes education plus experience, he/she must be obtain a Bachelor's Degree in Early Childhood or related field within the first four (4) years of employment.
- Excellent oral and written communication skills
- Must be fluent in English. Keres language speaker preferred.
- Must obtain a Physical Examination within 30 days of hire and pass a criminal background investigation.
- Must have a valid driver's license with ability to meet Pueblo of Santo Domingo liability insurance requirements and maintain eligibility for insurance.

**HOW TO APPLY**

Please submit complete application packet.

- By email: SDTHumanResources@kewa-nsn.us
  - Subject line: **Child Care Specialist Application – [Your Name]**
- By mail: Santo Domingo Pueblo Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 715-4416 attn: Human Resources
- In person: Human Resources Department, 10 Tesuque St, Santo Domingo NM 87052

Incomplete application packets may delay or exclude consideration of your application. A complete application packet includes the following:

- Santo Domingo Pueblo Employment Application
- Cover Letter
- Resume