



JOB DESCRIPTION

**Bishop Paiute Tribe
Bishop, California**

Position: Child Care Aide
Department: Social Services
Supervised by: Child Care Provider and/or Social Services Supervisor
Pay Range: T-2 \$10.30-\$14.42/Hourly - DOQ
FLSA: Non-Exempt, Full-time, Temporary

Position Summary: The Child Care Aide is responsible to assist the Child Care Provider in the classroom in the implementing the education curriculum for the Child Care Program consistent with the Child Care Performance Standards.

Essential Duties:

- Assisting Child Care Provider in preparing learning environments.
- Assists the Child Care Provider in supervising children individually and in small groups.
- Reports and documents, under the Child Care Provider's direction, the child's daily and general intellectual and social development progress.
- Aids and participates in feeding of preschool children in a family style setting.
- Assists the Child Care Provider in providing the care and guidance necessary to meet the individual needs for the children.
- Attends all staff meetings.
- Participates in recommended training programs, conferences and college courses.
- Assists with parent participation in the classroom and other activities.
- Assists on field trips as necessary.
- Participate in all after school activities.
- Assist in setting up environment (indoor/outdoor) for the activities of the day.
- Observe and record behaviors of children to assist the Child Care Provider in the identification of each child's strengths and areas to grow.
- Participate in monthly staffing of children with all staff as appropriate.

Supervisory Responsibilities: None

Minimum Qualifications:

- High School Diploma or G.E.D. Equivalent.
- Experience in child care development.
- 12 units of Early Childhood Development courses.

Other Requirements:

- Must demonstrate basic knowledge of the unique sovereign status of Indian Tribes and respect for Paiute culture.

- Must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity.
- Must have and maintain a valid California Driver's license and be insurable under the Tribe's existing automobile insurance policy.
- The individual must comply with the Driving Policy, Drug-Free Workplace, and the Pre-Employment Selection policy, including criminal background check.
- Comply with the Driving Policy, Drug, Alcohol and Contraband-Free Policy and Pre-Employment Selection Policy.
- Show proof of having had a current medical examination, TB skin test and Hepatitis inoculation. If requirements are not current must consent and complete before employment and be maintained annually.
- Possess CPR and First Aid certification and a food-handling certificate, or willing to take classes immediately upon hire.

Signatures

This job description has been approved by all levels of management:

Manager: _____

HR: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ *Date:* _____

Indian Preference:

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self-Determination and Education Assistance Act (24USC450 ET SEQ), 25FR271.44 and other relevant laws.