



## **JOB DESCRIPTION**

**Bishop Paiute Tribe  
Bishop, California**

**Position:** Child Care Provider  
**Department:** Social Services  
**Supervised by:** Social Services Supervisor  
**Pay Range:** T-5 \$15.45 - \$21.63 Hourly  
**FLSA Status:** Non-Exempt - Full-Time - Temporary

**Position Summary:** To provide a successful, safe and supervised educational setting for children while they are in the day care environment (classroom, outdoor play area, and field trips); to promote the social, emotional, physical, and cognitive development of children participating in the day care program.

### **Responsibilities:**

- Maintains daily lesson plan book and is responsible for the ordered learning environment.
- Supervises children individually and in small groups. Should be constantly aware of the needs of every child. Considers the individual child in relationship to his cultural and social economic background - treating each child and their parents with dignity and respect.
- Implements methods for effectively utilizing the services of classroom aides and volunteer assistants.
- Assumes an equal share of the joint housekeeping responsibilities of the staff.
- Plans and implements methods of establishing positive liaison with parents and staff.
- Any other tasks instructed by the Director that is deemed necessary for the smooth operation of day care.
- All other duties must be completed as assigned.

**Supervisory Responsibilities:** Child Care Aides and Cook

### **Minimum Qualifications:**

- High School Diploma or GED is required
- 12 units of Early Childhood Development courses.
- Must have and maintain a valid California Driver's license and be insurable under the Tribe's existing automobile insurance policy.

### **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.

- The individual must comply with the Driving Policy, Drug-Free Workplace, and the Pre-Employment Selection policy, including criminal background check.

**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.