



**San Pasqual Band of Mission Indians
Position Vacancy**

Position Title: Early Childhood Educator	Posting Date: 06/25/2019
Position Reports to: Director of Education	Employment Category: Non-Exempt / Part-Time
Department: Education	Closing Date: 07/02/2019

Position Summary

The Program Aide/Early Childhood Educator is responsible for the academic, social-emotional growth and development of all children in their care, which may include toddlers and/or preschool age children; develops partnerships with birth parents/child's caregivers to engage and encourage parent participation in program.

Essential Duties and Responsibilities

- Supervisee children during activities.
- Assist program staff with designated group of children.
- Plan and conduct age-appropriate program and activities for/with assigned group of children.
- Report immediately to supervisor any suspected incidence of child physical or sexual abuse.
- Maintain facility and equipment in excellent and safe condition.
- Participate in staff meetings and training as assigned by supervisor.
- Submit reports and records on time as assigned by supervisor.
- Develops, weekly plans, and implements age appropriate curriculum (lesson plan) to nurture and stimulate all domains of children's development in their care.
- Provides a developmentally appropriate classroom environment that reflects the children's learning and growth.
- Perform on-going developmental evaluations of children as required by funding sources and develop lesson plans and follow curriculum implementation that addresses the individual needs of each child.
- On an on-going basis, plan, evaluate and improve the physical environment in the classroom to create opportunities to meet the changing needs of the developing child.
- Provide responsive care to all children by adapting daily care giving routines and plans to the interests and needs of the individual child and the group.
- Demonstrate cultural competency and respect for the child's background by incorporating the cultural, linguistic and familial values and beliefs into the childcare program and lesson plans.
- Plan periodical parent conferences to discuss children's developmental progress, needs and interests.
- Assist families with children's transitions from toddler to preschool and from preschool to kindergarten.

- Maintains up to date emergency forms, curriculum plans, individual child development profile and other records as needed.

- Completes daily health checks regarding hygiene, safety, and overall well-being of the children.
- Assures a healthy, safe, clean and developmentally appropriate environment for children.
- Reports all staffing and classroom concerns to supervisor in a timely manner.
- Participate in ongoing development and evaluation of center's goals and objectives.
- In accordance with our "team" philosophy, the person filling this position may occasionally be required to carry out or assist with other tasks in addition to the duties listed on this job description
- Staff must believe in and act in accordance with both the Agency's and the program's mission statements.
- Other duties as assigned.

Education, Experience, Qualifications and Skills

- High School Diploma or GED
- Child Development and or Early Childhood Education Course Work
- 2 years teaching experience
- Confident, professional presentation acting as a positive role model.
- Early Child Development knowledge and experience.
- Knowledge in Desired Results, Developmental Appropriate Practices.
- Good communication, problem solving, and priority setting skills as well as maintaining an overall positive and professional attitude /disposition.
- Ability to use the computer.
- Ability to effectively plan, organize and implement educational activities.
- Ability to make decisions on behalf of children and protect their well-being.
- Must be able to manage confidential information.

Individuals who are interested for consideration for the above position should email their resume to hr@sanpasqualtribe.org or submit application to 16400 Kumeyaay Way, Valley Center, CA 92082

In accordance with the Policies and Procedures, San Pasqual Band of Mission Indians will at all times and for all positions give hiring, transfers and promotional preferences to qualified applicants in the following order: 1. San Pasqual Band of Mission Indians Members. 2. First generation Lineal Descendant or the legal spouse of an enrolled Tribal Member who contributes to the household 3. San Pasqual Band of Mission Indians Lineal descendants. 4. Other American Indians. 5. All Others.