



HUMAN RESOURCES DEPARTMENT

135 Capitol Square Drive, Zia Pueblo, NM 87053 • P: 505.867.3304 • F: 505.867.3308 • E: HR@ziapueblo.org

VACANCY ANNOUNCEMENT

OPENING DATE:	3/8/2024	CLOSING DATE:	Open Until Filled
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POSITION TITLE: Early Childhood Educator
PAY RATE: \$11.00 - \$13.00/DOE

DEPARTMENT: Education - TELC
FLSA STATUS: Non-Exempt; Full-time

POSITION SUMMARY

Under the direct supervision of the Early Childhood Coordinator (ECC), the Early Childhood Educator (ECE) will provide a stimulating, safe, and developmentally appropriate early education program where children can develop cognitive, social, emotional, and physical skills. Early Childhood Educators will provide support, care, and nutrition to the children attending the center. The Early Childhood Educator will be responsible for upholding the requirements of the Pueblo of Zia and T'siya Enrichment and Learning Center's policies and procedures, state and federal laws, and regulations. They are responsible for supervising, nurturing, and caring for children aged 3 months to 10 years old.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Organize and provide developmentally appropriate activities and implement curricula that stimulate children's physical, emotional, intellectual, social, and cognitive growth.
- Observe, monitor, and supervise children's play activities- indoors and outdoors.
- Work with ECC and other ECE to plan and provide lesson plans that encourage curiosity, exploration, and problem solving.
- Ensure lesson plans are being implemented.
- Ensure classroom management is used to create a safe and secure learning environment for all children.
- Plans and prepares classroom setting.
- Oversees safety and educational programs.
- Supervises children in the classroom.
- Provides a supportive environment in which children can learn and practice appropriate and acceptable individual and group behaviors.
- Maintain records on individual children, including daily observations and information about daily activities, meals, and medications administered.
- Provide on-going communication with parents about child's day and inform of any observation findings/ concerns.
- Interacts with parents and community groups; maintains open and cooperative communication with parents and families, encouraging their involvement in the program and supporting the child's family relationships.
- Assist and guide children in developing good health, hygiene, and personal habits such as eating, resting, toileting, handwashing, etc.
- Assist in preparing food for children and serve meals and snacks to children.
- Provide nutritious meals and model proper table etiquette.
- Ensure that classrooms are cleaned and sanitized daily; all equipment is well-maintained and safe.
- Provide for a child's basic needs; prepare bottles and change diapers.

- Ensure children have adequate supplies from home, such as extra clothes, toileting supplies, and bottle-feeding supplies.
- Comfort and empathize with children when they are emotional.
- Schedule conferences to review and discuss a child's portfolio; make suggestions for things parents can work on at home.
- Recruit parent volunteers to work with the children and participate in administrative decisions and program planning.
- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge in development and delivery of early childhood education programs appropriate to developmental levels and learning styles of children.
- Knowledge in assessing individual child development, completion of appropriate reports, and maintaining portfolios.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records.
- Knowledge of Early Childhood Education programs and techniques.
- Knowledge of child development theories and practices.
- Ability to provide activities that encourage healthy growth.
- Ability to teach children, be patient, loving, and understanding.
- Ability to exercise control and maintain classroom discipline.
- Ability to work flexible hours.
- Ability to work well with others.
- Must be reliable and dependable.
- Must be willing to work flexible hours.
- Must possess a high level of customer service.
- Must maintain a high level of confidentiality.
- Must possess patience and care for the children of Zia.

MINIMUM QUALIFICATIONS

- Must possess a high school diploma or GED equivalent.
- Minimum 45-hour entry level course training certification required or willing to obtain within 6 months of hire; AA in Early Childhood Education preferred.
- Minimum of one year experience working in a childcare facility, school, or similar setting.
- CPR/First Aid certified or willing to obtain certification.
- Must possess and maintain a valid NM Driver's License; and be insurable under tribe's insurance carrier.
- Must pass a drug, alcohol, and background check.

INDIAN PREFERENCE

The Pueblo of Zia has implemented an Indian Preference Policy. It is the policy of the pueblo of Zia to give preference in employment to applicants who possess the qualifications, education, experience, and ability required for a particular position, in the following order: 1) Enrolled member of the Pueblo of Zia. 2) Enrolled members of other federally recognized tribes. 3) Non-Indians. The application of Indian Preference is not automatic. Applicants are required to provide appropriate evidence, from their respective tribe, at the time of submitting an employment application for Indian Preference consideration.

To apply, Employment Applications are available at the Pueblo of Zia Human Resources (HR) Department, front desk, or on-line at www.ziapueblo.org. For best consideration, all applications must be supported with a cover letter, resume, and/or certifications.

All applications must be submitted to the Pueblo of Zia HR Department by 5:00 pm on the closing date:

BY:

MAIL: 135 Capitol Square Drive, Zia Pueblo, NM 87053 (C/O HR Department)

IN-PERSON: HR Department

EMAIL: HR@ziapueblo.org (attach employment application, cover letter, resume, any certifications and in the subject line please indicate the position you are applying for)

FAX: 505.867.3308 (C/O HR Department)

For more information, please contact the HR Department:

Phone: 505.867.3304 or Email: HR@ziapueblo.org