



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2024-064
EDUCATION
CHILD CARE
CHILD CARE SUPERVISOR

Position Title:	Child Care Supervisor	Pay Level:	\$32.18-\$48.27
Position Open Date:	9/9/2024- Until Filled	Classification:	Exempt
Position Status:	Full-Time	Location:	Child Care
Supervisor:	Early Childcare Manager		

POSITION SUMMARY:

Under general supervision of the Early Childcare Childhood Manager, Child Care Supervisor will lead childcare providers in all phases of Early Childhood Care in accordance with Office of Child Care Standards and Regulations. Facilitate, coordinate and supervise the general day to day operation of the Child Care Center in a full Jemez Language Immersion setting for children, ages 6 months – 7 years old. Ensures providers plan and implement daily classroom activities using an age-appropriate, culturally relevant curriculum.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION & EXPERIENCE:

Bachelor (BA) degree in Child Development or related field and four years related experience working in Early Childhood program and/or supervisory experience working with children and adults in a classroom or family-oriented setting. Jemez Language speaker required.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License

Background Investigation

45 Hour Entry Level course for working with children in a child care or early learning setting or obtained within 60 days of hire.

Current physical examination, TB, and Hepatitis B Series Vaccination on file before starting work.

CPR, First Aid and Blood borne Pathogens certification or obtained within 60 days of hire.

Food handler's certification required or obtained within 60 days of hire.

A strong personal philosophy for child care that matches Pueblo of Jemez Education Department Vision.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made enable individuals with disabilities to perform the essential functions.

Able to lift and potentially carry a child weighing up to 50 pounds. Able to routinely kneel, bend, crouch and sit on the floor for extended periods of time. Able to stand, walk and sit on child sized chairs throughout the day.

ESSENTIAL FUNCTIONS:

- Implement effective language learning environment and strategies based on Jemez Languages & Culture Curriculum, Jemez traditional calendar and traditional childrearing practices.
- Maintain the health and safety standards of the program as developed which will meet the emotional, physical, intellectual, social, and developmental needs of the individual child within the group.
- Responsible for guiding and mentoring staff.
- Responsible for recruiting and training of childcare providers.
- Responsible for the daily planning and supervision of the childcare providers and children.
- Responsible for ensuring that all parents, children, and classroom staff concerns are appropriately addressed.
- Knowledge and understanding of the fiscal management principles and practices in support of program, planning, implementation, and staff development.
- Contributes to the overall quality of the Center's service delivery by developing and coordinating work teams and by reviewing, recommending, and implementing improved policies and procedures.
- Mandatory reporter of all suspected incidents of child abuse and neglect.
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- Early Childhood Developmental Milestones of children ages 0-7 years of age.
- Center operation, federal policies and regulations and parent handbook.
- Child Care Developmental Fund grant management and reporting.
- Children and Adult Care Food Program.
- Classroom Management & Best Practices.

Skill in:

- Effective communication skills, both verbal and written.
- Knowledge of computers and software.
- Understanding and following oral and written directions.
- Good organization and problem-solving skills.
- Ability to work effectively with a wide range of constituents in a diverse community.
- Contributing effectively to the accomplishment of team or work center goals, objectives and activities.

To apply for the position posted, please apply as follows

Send;

Pueblo of Jemez Job Application

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez-Attention Human Resources Department

PO Box 100

Jemez Pueblo, NM 87024