

VACANCY ANNOUNCEMENT

POSITION: CHILD CARE ASSISTANT
OPENING DATE: Monday, August 28, 2017
CLOSING DATE: Monday, September 11, 2017 - 3:00 P.M.
SALARY: According to SCC Salary Scale

RESPONSIBILITIES AND DUTIES:

- Assist the Supervisor in monitoring staff members to ensure they are accurately performing assigned duties and responsibilities.
- Recruiting and maintaining a child care provider /cook substitute list.
- Assist the Supervisor in monitoring curriculum and activities on a daily basis for children.
- Review and maintain children's files to make sure each child file is in compliance with physicals and immunizations.
- Works with parents and interacts with children on a daily basis.
- Answers phones, takes messages for staff.
- Maintains accurate records utilized by Supervisor for reporting purposes.
- Responsible for creating and maintaining an alphabetized filing system.
- Disburses and accepts completed applications for children applying for child care services.
- Maintains confidential files for substitutes, employees, children, and families.
- Assists Supervisor in ordering supplies and maintaining budget.
- Makes decisions for child care program in Supervisors absence.
- Other duties as assigned by Supervisor.

QUALIFICATIONS:

- A.A. Early Childhood Education or related field required/Bachelor's Degree in Early Childhood Education or related field preferred, experience in child care.
- Excellent written and oral communications skills.
- Current CPR and First Aid Certificate or be willing to obtain within 90 days of hire.
- Current finger print/background check.
- Current physical stating ability to lift 30 lbs.

TO APPLY FOR THIS POSITION:

1. Application for employment - applications are on-line www.stonechild.edu/employment
2. CURRENT Resume
3. College Transcripts.
4. CURRENT Letters of Reference (3)
5. COMPLETED background check.
6. CURRENT physical stating ability to lift 30 lbs.

8294 Upper Box Elder Rd, Box Elder, MT 59521. For more information contact Helen Windy Boy - 395-4875 - ext. 266