

STONE CHILD COLLEGE VACANCY

8294 Upper Box Elder Road, Box Elder, MT 59521- Phone: (406)395-4875 - FAX: (406)395-4836

SCC will give preference in hiring to qualified Chippewa Cree tribal members, American Indians, and Veterans.

Position Title: Child Care Assistant – Full-Time
Opens: Thursday, March 7, 2019
Closes; Monday, March 18, 2019 at 2:00 p.m.
Salary: Depending upon experience and education, fringe benefits included
Reports to: Child Care Supervisor

DUTIES AND RESPONSIBILITIES

- 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 immunization
- 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. Experience in Child Care Development. Bachelor's Degree in Early Childhood Education or related field preferred, experience in child care.
- Excellent written and oral communications skills.
- Excellent computer skills in excel and word.
- Current CPR/First Aid Certificate or be willing to obtain one within 30 days of hire.
- Current Physical

TO APPLY

- SCC Application – stonechild.edu
- Current Resume
- Three (3) Current letters of reference
- Transcripts stating degree
- Background check
- Drug test upon hire, as outlined in the Tribal Ordinance #1-99
- Turn in complete application to Personnel Office – Wanda St. Marks