

STONE CHILD COLLEGE

8294 Upper Box Elder Road
Box Elder, MT 59521

www.stonechild.edu

Phone: (406)3954875
FAX: (406)395-4836

VACANCY ANNOUNCEMENT

POSITION: FULL-TIME CHILD CARE PROVIDER

OPENING DATE: Monday, July 31, 2017

CLOSING DATE: Monday, August 14, 2017

SALARY: According to SCC Salary Scale

RESPONSIBILITIES AND DUTIES:

- Will plan child age appropriate learning activities that will involve all registered children in the center. Including activities incorporating Chippewa Cree Tradition, culture and language.
- Will help each child to become aware of his/her role as an integral member of the groups of children, to develop his/her skills and talents, to assume his/her responsibilities.
- Will deal with behavioral problems in a positive manner, so that each child is consistently shown that he/she is a special unique individual worthy of love and respect. Will administer the appropriate form of discipline without corporal punishment or other techniques that which is humiliating, shaming, frightening, or otherwise damaging to the child
- Will guide and supervise children in their daily activities, including outdoor play, meals, naps, hygiene, and field trips. **MUST** make inspection and walk through playground, place of field trip before taking children out.
- Will teach children to use all educational toys, games and equipment in a safe healthy manner.
- Responsible for creating a calm and happy atmosphere through nurturing and respect shown for each individual child.
- Will teach the children hitting, biting, kicking or an form of abuse, verbal abuse are not acceptable behavior
- Will help children deal with problems through role modeling
- Will help ensure that the children's hygiene is met through diaper changes, bathroom usage, hands and faces washed before and after meals, and brushing teeth. **Diaper log schedule will be logged daily.**
- Will plan fire drills
- Will show respect and have positive communication with parents and co-workers
- Child care providers are responsible for creating and following daily structured schedules
- Will be responsible for cleaning of play areas/toys on a daily basis

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- Will accept directions and instructions for specific duties from the child care Supervisor/Assistant
- Other duties as assigned by Supervisor/Assistant

MINIMUM QUALIFICATIONS:

- A.A. Early Childhood Education or related field Preferred/High School Diploma/HiSET required, 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. Official 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