



**PUEBLO OF LAGUNA
DEPARTMENT OF EDUCATION**

P.O. Box 207
Laguna, New Mexico 87026
(505) 552-6008

Vacancy Ann.: #20-2025

Opening Date: August 20, 2025
Closing Date: Open Until Filled
Position Title: Child Care Worker (Part Time) – Preschool Head Start
Salary: Per Salary Schedule

DESCRIPTION OF WORK: Under the general direction of the DEC Director, Provides a successful, safe and supervised education setting for children while they are in the classroom and outdoor play areas. Promotes educational, social-emotional, physical, and cognitive development of children through supervised individual or group activities. Performs any other job-related duties requested by any person authorized to give instructions or assignments.

MINIMUM EDUCATION, EXPERIENCE & LICENSURE REQUIREMENTS:

High School Diploma or GED. CPR and First Aid certified; maintain Food Handlers Card. Minimum NM Early Care, Education and Family Support 45 Hour Entry Level Course certificate preferred. Experience working with children 6 weeks to 5 years of age either in a center-based setting highly desirable.

OTHER REQUIREMENTS:

****Must also have a current and valid State of New Mexico driver's license, be insurable, and no DWI convictions within the past five (5) years. Must pass a pre-employment drug/alcohol and background clearance check.**

APPLICATION INSTRUCTIONS:

Visit our website at www.lagunaed.net; click on Employment for an application, job description and instructions.

Interested applicants may do the following:

- Email complete application packet with following required documents to humanresources@lagunaed.net:
 - LDoE Application – located on the LDoE website
 - Letter of Intent/Cover Letter
 - Resume
 - Copy of degree(s) and/or certificate(s)
 - 3 Letters of Recommendation - letters need to be dated one year to current (these letters can be sent to the HR email address)
- Or you may Mail your complete application packet with required documents to *Laguna Department of Education, ATTN: Human Resources, P.O. Box 207, Laguna, NM 87026.*

Pueblo of Laguna -- Department of Education

Job Description

Job Title: Child Care Worker(s)
Department: Division of Early Childhood
Reports To: DEC Director
FLSA Status: Non - Exempt – Year long

JOB DISCRIPTION: Provides a successful, safe and supervised education setting for children while they are in the classroom and outdoor play areas. Promotes educational, social-emotional, physical, and cognitive development of children through supervised individual or group activities.

DUTIES AND RESPONSIBILITIES:

- Develops and utilizes lesson plans that reflect mandated elements, parental and cultural influences, and promote the social, emotional, physical, and cognitive development of Early Head Start and Preschool Head Start children.
- Individualizes one-on-one activities to reflect the unique needs and strengths of all children in the classroom.
- Changes and creates classroom learning centers as needed.
- Follows a consistent schedule that includes small and large group activities and experiences, choice time, music, and movement, large and small motor skill activities, skill deveelopment, one snack and maintains effective transistions between activities.
- Encourages experimentation, exploration, problem solving, cooperation, socialization, and choice-making activities while contributing to children's feelings of competence, safety, security, and self-worth.
- Provides an atmosphere and group activities that promotes and reinforces parental invovelment in the childcare classroom and is conducive to learning.
- Coordinates special needs staff in the classroom and develops a collaborative approach that benefits all children in the classroom.
- Supervises and monitors children and addresses disruptive children, while providing fair but firm discipline.
- Responds to crisis or emergency situations that may occur following program approved procedures.
- Assures the general maintenance and security of facility and assists in inventory of all childcare equipment.
- Participates in regulary scheduled team meetings to plan for and deliver collaborative services across all Child Care and Head Start components.
- Maintains professional and technical knowledge by conducting research; attending seminars educational workshops, classes and conferences; reviewing professional publications; establishing networks, participating in professional societies; and conferring with representatives of contracting agencies and related organizations.
- Maintains confidentiality of all information
- Performs other duties as assigned

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma or GED
- CPR and First Aid Certified
- Must obtain and maintain Food Handler's Card
- Valid New Mexico drivers license with ability to meet Laguna Department of Education liability insurance requirements and maintain eligibility for insurance
- Must be able to pass physical examination and TB Screening
- Must pass background check for position
- Must be able to comply with the Laguna Department of Education drug free workplace policies and all LDoE employee handbook policies and procedures

KNOWLEDGE, SKILL, AND ABILITY REQUIREMENTS:

- Knowledge of DEC Director's practices of Early Childhood Development and care
- Knowledge of applicable rules, regulations, policies and procedures related to child care
- Knowledge of available community resources
- Knowledge of proper and safe food handling, storage, and disposal requirements
- Knowledge of typical behaviors/expectations of children
- Skill in operating various word processing, spreadsheets, and database software programs
- Skill in nurturing motivating, teaching and guiding children
- Skill in displaying mature, patient, and understanding behavior
- Ability to supervise and ensure a safe learning environments for children in a classroom setting
- Ability to adapt curriculum to meet the needs of all children including "at-risk", special needs, gifted, and culturally diverse populations
- Ability to respond to and remain calm in an emergency or crisis situations
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels
- Ability to analyze situations and adopt appropriate course of action
- Ability to collect and analyze information and develop statistical analysis and reports or data
- Ability to perform and analyze child development assessments
- Ability to respect the dignity of each family, culture, customs and beliefs
- Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice, and desire to help people
- Ability to use effective communication skills, both verbal and written, and provide reports as needed
- Ability to work professionally and cooperatively with staff, parents, and community members
- Ability to understand and learn Head Start Standards, regulations, handbooks, and policies used for implementing and reporting requirements

PHYSICAL DEMANDS:

- Extensive interaction with small children
- Stoops, kneels, bends, etc. in order to get down to child's level
- Stands and walks for up to 8 hours per day
- Talk, hear, and sit; uses hands to handle objects, equipment, controls and reach with arms and hands
- Position requires frequent lifting of 50lbs +

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee will work in an indoor classroom and out-door playground environment, and in close quarters with small children and other staff. May occasionally travel to other sites that are not wheelchair accessible. May be required to ride a bus over unimproved surfaces and occasionally in adverse weather conditions. The noise level in the work environment is moderate. This job description should not be construed to imply that these requirements are the exclusive standards of the position. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.