



QUECHAN INDIAN TRIBE

Ft. Yuma Indian Reservation

HUMAN RESOURCES DEPARTMENT

P.O. Box 1899 • Yuma, Arizona 85366-1899

Phone (760) 919-3600

Fax (760) 572-2961

POSITION DESCRIPTION

Position: Infant/Toddler Teacher **Salary:** \$17.50 - \$19.00 Non-Exempt
Quechan Child Care Center – 12 Month Work Year

Opening: Wednesday, February 12, 2025

Closing: Wednesday, February 26, 2025

BASIC FUNCTION:

The Infant/ Toddler Teacher serves as a role model to provide infants/ toddlers with a safe and healthy learning environment. To provide a nurturing, stable environment that allows positive feelings to develop between the infant/toddler, parent, and teacher. Each child is to be treated as an individual in an inclusive community that values respect and responds to diversity.

This position requires the full understanding and active participation of our employees to demonstrate behavior to work effectively, patiently, and positively with our Management, Children, Parents, Co-workers, and others by being courteous, conscientious, and kind-spirited.

MAJOR DUTIES AND RESPONSIBILITIES:

- Must be culturally sensitive to a diverse customer population and able to interact tactfully and positively with Tribal Members, and all levels of staff and management.
- Greets children and parents/guardians in a professional and enthusiastic manner each day.
- Maintains a happy, sanitary and relaxed atmosphere in the infant/ toddler room by following daily procedures and routines.
- Prepares, executes and discusses infant/toddler feeding routines with parents/guardians to meet individual needs. Instruct assistants in this responsibility.
- Incorporates age- appropriate cultural activities in the infant/ toddler classroom.
- Plans individual and group activities to stimulate growth in language, social, and motor skills such as learning to listen to instructions, playing with others, and using play equipment.
- Provide lesson plans on a weekly / monthly basis to be approved by the Program Manager.
- Interacts with children through instructional methods to include play, music, arts and crafts, reading, writing, and physical activities.
- Teach children appropriate infant/ toddler curriculum including but not limited to the alphabet, numbers, colors, shapes, hand washing and potty training.
- Develops and maintains a positive and confidential relationship with the parents of every child, including thorough communication about the program and each child's progress.

- Changes infant's/ toddler's diapers or clothes as needed, adhering to always appropriate diapering procedures to include assuring the cleanliness of work areas and proper disposal of diapers.
- Prepare and execute nap time routine to include creating a relaxing environment for the infant/ toddlers.
- Maintains written documentation of each child's daily activities to include but not limited to diapering, feeding and sleeping habits, and forwards reports to parents/guardians.
- Remains aware of talents, special abilities, disabilities, deficiencies, or problems of each individual child.
- Maintains work areas in a sanitary and attractive manner to include, but not limited to sanitizing highchairs, tables, microwave, counter tops and sinks after feedings and at the end of each day.
- Washes and inspects children's toys daily or more often as needed for sanitary and safety concerns.
- Communicate with parents/guardians regarding the special needs of infants/ toddlers.
- Attends parent/guardian, staff and conference meetings as scheduled.
- Attend in-service training, workshops, conferences, meetings, and other sources as required. Some may require out- of- town travel.
- Promotes and fosters each infant/ toddler's positive self-esteem and individual development toward their fullest potential in the areas of physical, social, emotional, and cognitive growth.
- Mandated to report any suspected child abuse/ neglect.
- Performs other duties as assigned.

KNOWLEDGE OF:

Early Childhood Education

Child Development Associate Program

Infant/Toddler growth and development.

Observing and recording children.

Nutrition: planning, preparing food supplements geared to individual Infant/Toddler needs.

ABILITY TO:

Exercise independent judgment.

Communicate effectively, verbally, and in writing.

Plan and organize teaching materials and modify lesson plans to meet the needs of the individual child.

Work effectively and professionally with the community and the Childcare Staff.

MINIMUM QUALIFICATIONS:

- Must be 21 years of age.

- High School Diploma or Equivalent.
- Must have an Infant/Toddler Child Development Associate (CDA).
- Or A.A.S. in Child Development Education at an accredited or approved college or university.
- Experience in an Infant/Toddler classroom setting preferred.
- Current Food Handlers Card (or obtain one within 30 days of hire) and maintain such certification while employed within the Child Care Center.
- Must have or be able to obtain CPR, First Aid, and AED certification within 3 months of hire and maintain such certification while employed within the Child Care Center.
- Completion of FEMA National Incident Management System (NIMS) IS-100, IS-200, IS-700, and IS-800 within (3) months of hire.
- While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, or crawl.
- Good organizational skills.
- Dependable and reliable with good time management.
- Must be able to obtain a Level 1 Fingerprint Clearance Card.
- Must be able to establish a working relationship with the public, staff, students, and community members, representatives of agencies, organizations, and groups
- Must have an updated yearly physical, pass a pre-employment TB skin test, and update yearly.
- Must possess a valid Arizona or California Driver's License.
- Must have dependable/reliable transportation.
- Will work additional hours as needed, this may include some evening and weekend hours.

FOR MORE INFORMATION AND TO APPLY:

Online application available at www.quechantribe.com or pick up at:

**Quechan Indian Tribe
Human Resource Department
350 Picacho Road
Winterhaven, CA 92283
Telephone: (760) 919-3600 Ext. 279
Fax: (760) 572-2961**

**Mailing Address:
P. O. Box 1899
Yuma, AZ 85366**

(All resumes must be accompanied by a Tribal Application)

For further questions or to return an application electronically please e-mail us at hrclerk@quechantribe.com

Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 & 473). Applicants claiming Native American Preference must present valid evidence of Tribal Affiliation. In other than the above, the Quechan Tribe is an Equal Opportunity Employer. The Quechan Tribe adheres to the Drug-Free Workplace Act of 1988. Selected applicants **must** pass a pre-employment Alcohol/Drug screening and Background Check.