



JOB ANNOUNCEMENT



08/25/2021

POSITION TITLE: Learning Support Aide
LOCATION: Department of Tribal Empowerment – Early Childhood Division
POSITION TYPE: Non-Exempt / Full-Time / Temporary
SALARY RANGE: \$8.11 - \$12.17 per hour
REPORTS TO: Early Learning Center Coordinator / Asst. Coordinator
CLOSING DATE: Until Filled

POSITION SUMMARY:

The Early Learning Support Aide provides childcare and a learning environment to Tribal children who are enrolled in the Tuy Pathu Early Learning Center. Duties include but are not limited to: managing the classroom programs, supervising and guiding each child's development, planning and organizing classroom teaching team, providing feedback to the members of the team, maintaining appropriate records, communicating with parents on child's progress, participating in the center's events, assisting with food preparation and clean up, training of other staff members, supervising children at all times; interacts frequently with children, showing affection, interest and respect; other position related duties as required and assigned.

MINIMUM REQUIREMENTS:

High School diploma or its equivalent G.E.D.; CDA Certification (Child Development Accreditation) preferred; must be able to attain CDA Certification within 2 years of hire; must maintain current education requirements (24 hours) of child development training; must be able to attain food handlers card and First Aid/CPR certification within 6 months of hire; must possess valid Texas driver's license and be insurable; and must be able to successfully pass a post offer drug screen and criminal history background check.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of MS Office software such as Word, Excel, and PowerPoint; excellent interpersonal skills and service standards in order to maintain good community and staff relations; demonstrate physical, emotional and intellectual competencies necessary for self-control and good judgment when performing essential duties; must relate well to young children; ability to adequately prioritize and administer daily activities; excellent time management and organizational skills; ability to maintain self-control and effectively deal with customers who may be difficult or rude; and must be culturally sensitive.

APPLICATION PROCEDURES:

Qualified candidates interested in applying may complete an application in the Tribal Administration Building located at 119 S. Old Pueblo Rd El Paso, TX 79907, apply online at www.ysletadelsurpueblo.org YDSP Careers page, submit résumé via fax to (915) 859-2988 or e-mail to humanresources@ydsp-nsn.gov.