



SITTING BULL COLLEGE 9299 HWY 24 FORT YATES, ND 58538

www.sittingbull.edu

701.854.8000

EMPLOYMENT OPPORTUNITIES

Closing Date: September 28, 2017
Position Title: Kampus Kids Teacher/Provider
Location: Family Support Center
Sitting Bull College
Fort Yates ND
Salary: Support Staff Level IV
(\$15.00-\$16.15) DOE
Supervision: Kampus Kids Learning Center Director

Summary of Work:

The Kampus Kids Teacher/Provider is responsible for caring for the infants and toddlers. This includes responsibilities such as feeding, diapering, nurturing (holding, soothing when upset), and providing appropriate learning activities for the different age groups. The Teacher/Provider will be required to provide lesson plans that maintain goals and objectives provided by the curriculum. The Teacher/Provider will be required to keep daily reports and will have to sanitize their assigned room on a daily basis.

DUTIES AND RESPONSIBILITIES:

1. Assisting in the planning, engaging, and implementing the learning centers and daily activities by utilizing the space of your room and allow the infants and toddlers to explore and learn through hands on activities.
2. Assisting in setting up the learning centers, maintaining the centers, supervising the centers, and preparing needed materials and supplies.
3. Provide opportunities for children to understand acquire and use verbal and non-verbal communication to convey their thoughts and feelings.
4. Provide a warm, nurturing, respectful, and safe environment for infants and toddlers to feel assured that you will provide and meet their needs of emotional, physical, cognitive needs as well as to prevent and reduce injuries both indoors and outside.
5. Provide healthy environment to prevent illness by ensuring proper hygiene when handling infants and by sanitizing all toys and equipment on a daily/hourly basis.
6. During feeding times, provide caring and family style feeding. Infants are held during bottle feeding as needed in their schedule.
7. Provide an engaging and interacting learning environment by sitting with the children on the floor, in the centers, and at their eye level.
8. Prepare the room for arrival of the infants/toddlers and to greet and touch base on each parent and/or guardian and infant/toddler daily. This includes parent feedback, child's care info, and other reports of communication.
9. Perform housekeeping duties as schedule.
10. Supervise and assist infants/toddlers with meals and cleanup.
11. Be able to perform all of the above duties without supervision.

12. Maintaining professional attitude and loyalty to center at all times.
13. Attending all staff meetings and recommended yearly training, physicals, background checks, and conferences.
14. Maintain confidentiality about children, families and the center.
15. Report back to the supervisor any significant or unusual occurrences.
16. Other duties as assigned by supervisor.

QUALIFICATIONS:

1. Must have Child Development Associate (CDA) Certification or Associates of Science in Early Childhood Education or must be willing to attend child development classes/training (including WestED, CDA or college)
2. Must have first aid certification and food handler's certification within 3 months of hire.
3. Submit a current physical exam including Mantoux (TB test).
4. Have reliable transportation and be available for occasional evening hours.
5. Must pass criminal record check at the Federal, State and/or Tribal level.

REQUIRED KNOWLEDGE SKILLS AND ABILITIES:

1. Must have the desire, patience, and caring nature to work with infants and toddlers.
2. Ability to communicate properly and effectively orally and in writing with parents, co-workers, and director.
3. Must have skills in patience, time management, and remain calm under pressure.
4. Able to work as a team and still work independently on daily tasks.
5. Be able to lift, push, and carry up to 40lbs. sit on the floor for 30 minutes and stand for one hour.
6. Be visually and auditory perceptive and aware of all children in your care.
7. Be flexible in working with different age groups.
8. Be able to work in different conditions such as noisy/quiet, inside/outside, classroom/kitchen.
9. Be able to work without outside distraction such as events, personal issues, electronic devices, etc.

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New hires are subject to Federal, State, Tribal background checks and pre-employment drug/alcohol testing. AA * EEO * M * F * B Employer

Please submit: Cover letter, Resume, official transcripts, 3 current reference letters signed and dated (1 from immediate supervisor), certificate of Indian blood (if applicable), copy of Social Security Card & Valid driver's license & SBC Background check to:

Personnel Office Sitting Bull College 9299 HWY 24 Fort Yates, ND 58538 (701)854-8004

Any applicant not having the above documents enclosed will not be considered