KAIBAB EARLY LEARNING CENTER RECEPTIONIST/ASSISTANT

Position Announcement

JOB SUMMARY:

The Kaibab Early Learning Center is seeking an enthusiastic and motivated receptionist to help the Center in all areas as needed. The receptionist will be in charge of the front desk as well as assisting with children that range in age from 2 ½ until they start Kindergarten.

TITLE:	Receptionist/Assistant
DEPARTMENT:	Kaibab Early Learning Center
SUPERVISOR:	Kaibab Early Learning Center Director
CLOSES:	Open until filled
STATUS:	Part Time/No-Benefits
SALARY:	$11.00 hr

DUTIES & RESPONSIBILITIES:

This position is responsible for, but not limited to providing care and support to children of various ages:

- Receptionist/Office duties as needed including answering phones, taking messages, recording attendance, typing correspondence and notices. Other duties as assigned.
- Provide care and support to children of different ages as needed and assist the Lead Teacher or Parapro in the classroom
- Supervision of children
- Be respectful of child and family cultures, values and differences of all children
- Help maintain the environment and keep it in a safe and healthy condition daily (e.g. checking for broken equipment, keeping their classroom clean, sterilize toys, etc.)
- Promote the importance of good hygiene, care and kindness toward others
- Assist with other duties as needed, attend and participate in staff meetings, center events and parent meetings
- Must have knowledge of emergency procedures

MINIMUM QUALIFICATIONS:

- Must be 18 years of age or older and prefer a minimum of 6 months experience in this field
- Must have high school diploma or GED
- Pass tuberculin test (as required by state child-care licensing), fingerprint and criminal background check according to P.L. 101-630 standards
- Must possess a valid driver's license, have a clean driving record and be insurable
- Must maintain current certification in Infant/Child First Aid and CPR, if not current, must obtain within 30 days of hire
- Must be able to maintain strict confidentiality

DRUG-FREE WORKPLACE POLICY: The Kaibab Band of Paiute Indians has a zero-tolerance drug use policy. This position requires pre-employment and continued random drug testing.

Employment applications are available online at www.kaibabpaiute-nsn.gov or at the Tribal Affairs Building located on 2 North Pipe Springs Road Fredonia, AZ 86022. Interested applicants must return completed applications for consideration. For more information, contact the Human Resource Director at (928) 643-7245. **Only completed applications will be accepted.** *All applications must have a copy of the following to be considered: requested education requirement verifications, driver's license, 36 month driving record, and two completed fingerprint cards* (available at the Human Resource Office).

THE KAIBAB PAIUTE TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER AND ADHERES TO THE INDIAN PREFERENCE ACT