



# Sinte Gleska University

SICANGU LAKOTA OYATE

PO Box 105, Mission SD 57555-0105  
Telephone : (605)-856-8100  
[www.Sintegleska.edu](http://www.Sintegleska.edu)

ACCREDITED BY THE HIGHER LEARNING  
COMMISSION - 1983  
RECOGNIZED AS A 1994 TRIBAL LAND  
GRANT INSTITUTION

**ESTABLISHED DECEMBER 1970**

## POSITION DESCRIPTION

Position: Child Care Aide	Department: Child Care Center
Supervisor: Director - Child Care Center	Contract: 12 months-Full-Time-Hourly

### **Job Summary:**

Child Care Aide is responsible to ensure the safety and well-being of children, assisting with their basic needs, and providing age-appropriate activities.

### **Essential Duties & Responsibilities:**

- Under the supervision and direction of the Director, the Child Care Center Aide will perform the following duties:
- Will ensure all children are supervised at all times in the center areas, playground and on impromptu walks.
- Maintain all daily forms: "All about me" for children daily, illness, injury medication administering.
- Must assist with performing monthly fire/tornado drills.
- Will be responsible for the safekeeping and cleanliness of the SGUCCC building and playground: cleanup after children's activities, nutritional activities.
- Must plan and adhere to weekly lesson plans.
- Will maintain ethical standards that are expected of the childcare professional (i.e., positive attitude, prompt, dependable, reliable, honest, be respectful to the parents and co-workers, open to new ideas, willing to learn.)
- Must be able to stay 5-10 minutes after 5 pm schedule until last childleaves.
- Must maintain professionalism and open communication with Supervisor, staff, parents, phone calls, community; Head Start, SGU faculty that may need assistance regarding business with the center.
- Must have a positive attitude, engagement and communication with children at all times.
- Must be able to implement Lakota culture into daily lessons.
- Must be able to do gross motor activities and read to the children daily.
- Must be able to lift 20 to 50+ lbs. or more.
- Must attend all staff trainings and workshops.
- Must maintain confidential information of the SGU Child Care Center, children and families that attend.
- Will ensure that volunteers are not left alone with the children.
- Other related duties as assigned.

### **Qualifications For Hire:**

- Must be 18 yearsold.
- Must have High School diploma or GED.
- Must have reliable transportation.
- Must have one of the following or be willing to obtain and attend through trainings/workshops.
- CDA certificate.
- AA-Early Childhood Education or in process.
- Must have a favorable Tribal, State, and Federal Criminal Background check in accordance to the Indian Child Protection Act and Family Violence Prevention Act.
- Must Pass a Central Registry Screening for the South Dakota State.
- Must be drug and alcohol free.

### **Qualifications For Maintaining Employment:**

- ❖ Must complete CDA and keep updated through trainings and workshops; pass Early Childhood courses.
- ❖ Attend all mandatory trainings and meetings.
- ❖ Must abide by all Tribal, State and Federal Laws.
- ❖ Must be able to pass and obtain CPR/First Aid trainings/certificates.
- ❖ Must follow SGU Policies and Procedures and policies set for the SGU Child Care Center.

### **Confidentiality:**

The SGU employee agrees to maintain strict confidentiality regarding FERPA, HIPAA, and the contents of all Sinte Gleska University correspondence, student records, personnel files and fiscal data.

### **Additional Information:**

Sinte Gleska University does not discriminate on the basis of race, color, national origin, sex, religious preference, age, handicap, marital status, political preference, or membership or non-membership in an employee organization, except as allowed by the Indian preference provision of the Civil Rights Act of 1964, as amended.

The SGU employee is responsible for ensuring that his/her personnel file is current with regard to official evidence of educational qualifications and experiences. Failure to do so prior to start of the contract year may result in not receiving compensation commensurate with claimed advancement in promotional steps.

To apply submit a completed SGU job application with a copy of your HS Diploma or equivalent, Resume, Transcripts, Verification of College Degree(s), Certificates, Driver License, Tribal ID or abstract. Submit completed application with attachments to the HR Department. For further information contact Vijayakumar Chebrolu, Human Resource Director @ SGU Administration Building or call 605-856-8261/email [vijayakumar.chebrolu@sintegleska.edu](mailto:vijayakumar.chebrolu@sintegleska.edu). Applications are available on the SGU website under job opportunities. The position is open until it is filled. Incomplete applications will not be considered.