



DELAWARE TRIBE OF INDIANS

JOB DESCRIPTION

Position:	Child Development Center Director
Department:	Child Development
Employment Status:	Regular
Class:	Full-Time
Location:	Bartlesville, OK
Immediate Supervisor:	Tribal Operations Manager/Tribal Council

GENERAL DESCRIPTION:

The CCD/EHS Compliance Monitor directs the overall operation and programming for the Delaware Child Development Center.

QUALIFICATIONS:

- Degree in Education, Early Childhood Education, Business Administration, or related fields
- Knowledge and experience in Early Head Start/Head Start, tribal CCDF and/or state/ federal human services programs
- Must have experience in program planning, budgeting, and management
- Requires a high level of personal integrity and ethics
- Requires a high level of problem solving, organization skills, and must be a self-starter

- Requires good interpersonal, communication, and teamwork skills
- Requires a high level of confidentiality and flexibility.
- Requires excellent verbal and written communication skills

DUTIES AND RESPONSIBILITIES:

- Directs the overall operation and programming for the Delaware Child Development Center that serves 36 Early Head Start children and 40 preschool and school age children.
- Directly supervises the staff accountant and the Early Head Start and Child Care Program Managers
- Oversight responsibility for recruiting, hiring, evaluating and training all staff.
- Responsible for ensuring the EHS program meets the Early Head Start Performance Standards and is in compliance with all federal regulations.
- Responsible for ensuring the CCDF Childcare program meets all federal requirements as set forth by the Office of Child Care and the Cherokee Nation.
- Prepares EHS grants, reports, budgets, newsletters, etc. and manages information on the Head Start Enterprise System (HSES)
- Prepares CCDF reports and budgets for the Cherokee Nation and is responsible for conducting the child count.
- Maintains close communication with the Delaware Tribal Council and provides written monthly reports.
- Works closely with the EHS/Childcare accountant to ensure the fiscal integrity of both programs including the use of program revenues.
- Responsible for maintaining the Delaware Child Development Center facility in accordance with local, state, federal and tribal regulations.
- Responsible for contracts with service providers
- Responsible for establishing an EHS/CCDF Policy Council and maintaining a close working relationship with the members.
- Responsible for the USDA Child and Adult Care Food Program
- Attends virtual and in person trainings.
- Represents the Delaware Tribe at childcare and EHS meetings and conferences.
- Responsible for ensuring the Delaware Child Development Center reflects the culture and values of the Delaware Tribe.

INDIAN PREFERENCE POLICY:

In accordance with the Indian Preference Act of 1934, (Title 25, USC, Section 47), Delaware and/or Indian Preference will be observed in hiring.