



DELAWARE TRIBE OF INDIANS

JOB DESCRIPTION

Approved 10/25/2023

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

GENERAL DESCRIPTION:

The Child Development Director is responsible for the overall success of the Lenape Early Learning Center and the Delaware Tribe of Indians Child Care services. The Director will ensure proper management and execution of Head Start, CCDF and inter-tribal contracts and grant compliance. Director will work with Tribal Operations Manager and Tribal Council to provide community childcare services throughout the Delaware Tribal Service Area.

QUALIFICATIONS:

- Bachelor's 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

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- 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:

- Directly supervises the Lenape Early Learning Center Director to ensure efficient program operations that serves 36 Early Head Start children and 40 preschool and school age children.
- Directly supervises the LELC accountant, Education Managers, Family Services Coordinator, Enrollment and Subsidy Coordinator, Kitchen Manager and maintenance.
- 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.