



DELAWARE TRIBE OF INDIANS

JOB DESCRIPTION

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

GENERAL DESCRIPTION:

The EHS Manager directs the day-to-day operation of the Delaware Tribe's Childcare program for approximately 40 preschool and school age children.

QUALIFICATIONS:

- Child Development Associate certification; degree in Early Childhood Education or related field preferred
- Knowledge and experience in childcare management
- 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:

- Work in close partnership with the Delaware Child Development Center's Early Head Start program.
- Supervise childcare classroom, kitchen and support staff.
- Work closely with the Director in the hiring, evaluation, and training of staff.
- Supervise the recruitment and enrollment of children and determine family eligibility for tribal /state subsidies.
- Lead the childcare center's curriculum management team in defining goals, objectives, and planning program activities.
- Develop and manage a childcare subsidy program for tribal families living in the Tribe's five county service area.
- Develop an outreach program targeted toward Delaware and other tribal families ensuring they have access to childcare services that meet the needs of their family.
- Recruit, monitor, and train providers participating in the subsidy program.
- Assist the Director in writing reports, program policies and procedures, newsletters, etc.
- Maintain records for children and families including enrollment, attendance, payment of fees, etc.
- Assist the Director in maintaining the facility, ordering supplies, playground, and lawn maintenance, etc.
- Ensure the program and facility meets all health and safety and childcare licensing standards
- Attend virtual and in-person training.
- Ensure there is ongoing communication between center staff and families and provide referral services to families as needed.
- Ensure the program 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.