



DELAWARE TRIBE OF INDIANS

JOB DESCRIPTION

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

GENERAL DESCRIPTION:

This person will directly oversee the daily operations of the Lenape Early Learning Center including direct staff oversight, ensuring the center is operating within the OKDHS licensing requirements, Head Start Performance Standards, the USDA food program and all Tribal contracting agreements. This is a Salary position and sometimes may require travel, or occasional overtime on evenings and or weekends.

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
- Currently have or willing to obtain Oklahoma PDL and State Director PDL

DUTIES AND RESPONSIBILITIES:

- Directs the overall operation and programming for the LELC Center that serves 36 Early Head Start children and 40 preschool and school age children.
- Directly supervises the staff including teachers, floats, volunteers, kitchen staff
- Responsible for recruiting, hiring, evaluating and training all staff.
- Responsible for ensuring the LELC meets the Early Head Start Performance Standards and maintains 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.
- Assists Child Development Director in preparing EHS grants, reports, budgets, newsletters, etc. and manages information on the Head Start Enterprise System (HSES)
- Assists Child Development Director in preparing CCDF reports and budgets for the Cherokee Nation and is responsible for conducting the child count.
- 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 LELC facility in accordance with local, state, federal and tribal regulations.
- Responsible for establishing an EHS/CCDF Policy Council and maintaining a close working relationship with the members.
- Responsible for assisting Kitchen Manager with 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.