Standing Rock Sioux Tribe
Human Resource Department
Wówašečhúŋ Awánwičhayaŋka Óíþaćhaŋ
personnel@standingrock.org

Daycare Coordinator
Kiddie College Day Care Center

SALARY: ($17.34-$21.68) + Annual & Sick Leave

OPENING DATE: February 02, 2021 CLOSING DATE: February 18, 2021

SCOPE OF WORK:
The Daycare Coordinator will provide management and oversee operations of the Kiddie College Daycare Center services for infant and school age children.

SUPERVISION:
The Daycare Coordinator will work under the supervision of the Child Care Assistance Program, Grant Specialist, who will provide guidance, direction and conduct performance evaluations.

DUTIES AND RESPONSIBILITIES:
1. Conduct monitoring of childcare contracts that include rates, payment due dates and confirming number of childcare hours.
2. Provide direction, guidance, supervision and conduct annual evaluation of Day Care staff.
3. Review and approve timecards and monitor attendance and approve leave requests as submitted.
4. Develop and implement daycare policies and provide training to all staff and parents/guardians.
5. Develop and implement a procedure of addressing accidents, behavioral and health issues.
6. Submit all purchase order request for review and approval of the CCAP Director to ensure the expenditures are appropriate and within budget limits.
7. Assist in completing USDA Food Reimbursement Program requirements.
8. Prepare and submit monthly daycare activity report to the CCAP Director as required.
9. Provide assistance in the monitoring and supervision of the care and safety of children that utilize the daycare services.
10. Develop and implement appropriate curriculum for all age groups that inspires the exploration of child(s) interest.
11. Develop and implement a schedule of routine activities that include learning activities, rest and playtimes.
12. Assist in providing teaching of appropriate curriculum.
13. Provide review and monitoring of child/children progress/activity reports.
14. Monitor all levels of age groups for indications of emotional or developmental issues and bring to the attention of the parent/guardian.
15. Assist in introducing basic concepts of mannerisms by demonstrating the importance of sharing and taking turns.
16. Assist in reading to children, playing games that incorporate good models of behavior.

Níktič’ičiyapi ki Wówašečhúŋpi Uŋ patítanpi
“Promoting Self-Sufficiency through Employment”
17. Provide assistance with menu development and meal preparation; monitor and assist in facilitating meals and snacks for children.
18. Assist in developing daily hygiene practices (washing hands, brushing teeth).
19. Review and approve age appropriate activities and learning programs.
20. Assist in providing all levels of care of the children during times of limited staff and/or staff shortage.
21. Actively seek supplemental funding of available grants.

QUALIFICATIONS:
1. Associates Degree in Early Childhood Education with two (2) years documented work experience in childcare or supervisory related field.
2. Solid knowledge of computer operations with Microsoft applications (Word, Excel, PowerPoint) including experience with data collection and reporting instruments.
3. Excellent verbal and written communication with active listening skills.
4. Ability to maintain tact, courtesy, composure and flexibility when dealing with a variety of sensitive circumstances.
5. Pass required background check at the state and tribal level; applicant must not have been convicted of child abuse/neglect or any violent crimes.
6. Valid driver's license and meet insurability requirements.

JOB REQUIREMENTS:
1. Demonstrate effective knowledge of compliance requirements pertaining to daycare operations.
2. Demonstrate working knowledge of SRST Personnel Policy and procedures, Title XVIII-Tribal Employees, Title XXVII-Tribal Employee Code of Ethics.
3. Demonstrate effective knowledge of the protocols of reporting suspected child and abuse.
4. Ability to effectively coordinate daycare activity.
5. Ability to exercise effective judgment when responding to emergencies and overwhelming, and stressful situations.
6. Ability to effectively communicate with parents on information relating to their child/children.
7. Ability to develop good working relationships with parents/guardians and Tribal programs.
8. Demonstrate good speaking and listening skills.
9. Ability to promote good interpersonal skills and office etiquette.
10. Demonstrate ability to work with a team and community members.
11. Ability to practice and enforce confidentiality in all aspects of the Daycare Center and children served.
12. Ability to demonstrate cultural sensitivity.
13. Ability to work outside normal business hours as needed.
14. Ability to attend all required trainings and meeting as required.

NOTICE:
SELECTED CANDIDATE(S) FOR STANDING ROCK SIOUX TRIBE POSITIONS ARE SUBJECT TO ALCOHOL AND DRUG TESTING. FAILURE TO ADHERE TO AND SUCCESSFULLY PASS THE ALCOHOL AND DRUG TESTING WILL BE CAUSE FOR REVOCATION OF JOB OFFER.

No Tribal housing is available. The position is located at the Kiddie College Day Care Center, Fort Yates, ND.
APPLICATIONS:

Submit a tribal application to the Human Resource Office, Standing Rock Sioux Tribe, P.O. Box D, Fort Yates, ND 58538.

ALL APPLICATIONS RECEIVED AFTER THE 4:30 PM ON THE CLOSING DATE WILL NOT BE CONSIDERED.