

JOB ANNOUNCEMENT

POSITION: Child Development Coordinator
PROGRAM: Day Care
SUPERVISOR: Tribal Administrator
SALARY: Grade 19 -21 \$40,040 – \$44,137.60 (D.O.Q.)
CLASSIFICATION: EXEMPT
LOCATION: Owyhee, Nevada

OPENS: January 20, 2021

CLOSES: Open Until Filled

SPECIFICATIONS: All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) Please attach all required documentation as specified in the Job Announcement. **Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.

All Interview notifications will be made by certified mail. It is your responsibility to notify HR if your mailing address and/or phone number changes.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

**THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT
BACKGROUND CHECKS ON ALL NEW EMPLOYEES.**

SPECIAL CONSIDERATION

This position is subject to suspicion less (random) drug testing and a background check as a condition of employment because the incumbent comes into regular contact with children and may transports children. This individual has access to sensitive personal data. Additionally, this person periodically operates a Tribal vehicle (Unless excepted under the provisions of the American Disabilities Act).

Job Function: Under the direct supervision of the Tribal Programs Administrator, the incumbent will coordinate the daily activities of the Owyhee Day Care Center while carrying out the specific responsibilities indicated below.

Specific Duties:

1. Coordinates day to day activities of the Owyhee Day Care Center to insure a caring and positive environment for children.
2. Responsible for intake and processing of enrollment applications and to set up individual files for each child.
3. Supervises and evaluates teachers, teacher aides and volunteer staff in accordance with Owyhee Day Care and Nevada State regulations.
4. Plans and assists with in-service training for staff as needed.
5. Develops a comprehensive annual budget that accurately reflects the fiscal needs of the daycare program.
6. Plans and is responsible for obtaining supplies, instructional material (books, toys & games) and classroom activities that stimulate learning and promote the health and growth of children.
7. Develops and actively maintains positive communication with parents.
8. Recognizes parents concerns, evaluates the course of action, and responds professionally to the needs of parents.
9. Responsible for processing payment requests and purchase orders as required.
10. Oversees, enforces and recommends changes to policies that govern child behavior, learning problems, etc., and implements methods to modify inappropriate behavior while encouraging positive learning experiences.
11. Oversees the ordering of meals from OCHF, the accuracy of meal counts and snacks prepared by staff and prepares reports when needed.
12. Complies with legal reporting requirements for child medical problems and any signs of physical abuse to the parents and/or proper authorities.
13. Meets with and maintains an open line of communication with parents on a regular basis.
14. Ensures that the facility meet all state, local, and SPT requirements.
15. Ensure that children are cared for in a health and safe environment.
16. Ensures management is available to greet parents during peak hours (7:45 a.m. – 5:15 p.m.)
17. Other duties as assigned.

Minimum Qualifications:

1. An associate degree in Early Childhood Education or Child Development is required. Bachelor's degree is preferred.
2. Must have two years experience in a management or leadership role in the child care area (Nursery, Pre-school or Kindergarten) is required.
3. Strong customer service and communication skills (both written and oral) required
4. Excellent leadership and organizational skills required
5. Must be a team player and able to interact with children, staff and parents.
6. Must be proficient in Microsoft Office and computers.