



PYRAMID LAKE PAIUTE TRIBE

PO BOX 256

NIXON, NEVADA 89424

www.plpthumanresources.org

JOB ANNOUNCEMENT

CHILD CARE MANAGER

\$1,616.00 - \$1,698.40 bi-wkly. Cl: 353 Gr: 20; Exempt

Date Posted: 10/19/2020

Date Closed: 11/20/2020

DEFINITION: Manages the overall administration of the Child Care Centers. Manages the development and implementation of classroom activities, cooperatively working with and supporting staff, and assists with the general maintenance of program facilities to insure the health and safety of children in the program. Promotes the delivery of quality child care services, participates in continuing education, and encourages parent/family interaction in center programs.

DUTIES & RESPONSIBILITIES:

Plan daily activities that meet the social, emotional, physical, and intellectual needs of the children. Implement developmentally appropriate classroom activities. Work collaboratively with other staff to create a teamwork environment. Utilize tribal traditions, practices, and resources to provide a culturally relevant classroom in coordination with other Tribal programs.

Responsible for the supervision, care and education of children in the Child Care program.

Establish goals, priorities, and procedures for the Center with input from the Child Care Committee. Plan and develop educational activities to enhance the development of socialization skills, and self-esteem. Coordinate and organize educational resources and purchase educational supplies. Prepare annual budget proposals and submit modifications as needed.

Provide a safe and comfortable learning environment for the children in the child care facility. Implement guidance techniques that are appropriate to the situation and developmental level of the child. Communicate any concerns about the children to the Social Services Director.

Comply with mandatory Child Abuse and Neglect reporting requirements. Provide referrals to families/children designated as high risk.

Ensure the centers are properly staffed and equipped at all times. Supervise Child Care Providers and develop a training schedule according to staff needs and job enhancement. Continually train all staff on program policies and procedures. Prepare employee evaluations and perform classroom observations of all staff and volunteers.

Develop, establish, and/or update policies and procedures, minimum standards and parent handbooks for program efficiency.

Maintain liaison with the parents/guardians, Child Care Committee and other agencies while promoting future enrollment of children. Establish positive and productive relationships with

DUTIES & RESPONSIBILITIES cont.:

families. Communicate daily with parents or guardians of children enrolled in the program. Coordinate and attend parent meetings to discuss program activities.

Prepare and submit child care billing information to the Tribal Finance Office on a weekly basis. Enforce payment requirements and refuse child care service to delinquent accounts. Oversee the payment authorization, including sliding fee scale criteria for child care services.

Plan meals, purchase food supplies, and prepare nutritious snacks and meals. Maintain a record-keeping system to collect information on attendance and number of meals served to comply with State or Tribal requirements.

Maintain detailed and accurate records of children, attendance records, incident reports, daily activity logs. Maintain confidentiality of personal information regarding children, families and staff.

Ensure that children's files have required forms and documentation for program compliance: Application, Emergency Contact, Immunization Record, Authorized Release, Income Verification and Court Orders.

Ensure all children are taught cleanliness habits, such as washing hands following bathroom use and prior to eating, dental hygiene and correct eating techniques. Assist and follow-up with home-initiated training or activity, such as potty-training, eating habits, courtesy, and manners.

Adhere to health and sanitary codes such as required immunizations and TB screening, constant hand-washing, wearing hair net and gloves as necessary, especially after changing babies, and other infection control procedures.

Maintain sanitation and safety standards in accordance with Indian Health Service regulations and schedule an annual safety inspection. Provide direction for center staff in sanitation and safety procedures. Develop staff training programs and assure the Center conducts continuous safety inspections and perform a minimum of 4 emergency drills per year.

Assure that building, equipment and grounds are safe and clean. Clean and perform necessary housekeeping duties to ensure the maintenance of a safe, sanitary and healthy learning environment. Notify Tribal maintenance staff of any repairs needed to maintain a safe environment for the children and submit work order requests for repairs.

Research and develop grant application proposals for implementation to the Child Care program with the assistance of the Contracts and Grants department.

Assist with fiscal responsibilities associated with purchasing supplies and check requests.

Submit monthly program reports to Tribal Council and attend manages meetings. Attend all trainings or meetings required to meet the funding/grant requirements.

Perform other related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of: child development principles; food preparation; record keeping; respectful treatment of children; professional conduct; basic child guidance techniques; appropriate redirection of child misbehavior; children's physical, emotional and developmental patterns; general learning theories and curriculum development; Privacy Act of 1974 which mandates that the incumbent maintain complete confidentiality of all administrative, medical and personnel records, and all other pertinent information that comes to their attention or knowledge; Freedom of Information Act.

Skilled in: reading, writing, math and computer skills; effective communication; attention to detail; high degree of accuracy in completing all assignments; highly demonstrated personal integrity.

Ability to: provide the appropriate sensitivity to the emotional, cultural, educational and special needs of children; supervise children and staff; plan and lead child group activities; communicate effectively with parents and other staff members; prepare daily reports and maintain logs; communicate effectively both verbally and in writing; exhibit a caring, loving attitude toward children; implement training, program philosophy and child care regulations; self-motivated; work a variable schedule; conscientious of work at hand; implement developmentally appropriate practices; follow directions; deal with crisis situations in a calm, mature and sensitive manner; research educational curriculum and implement developmental activities; lift at least 40 pounds; motivate a teamwork environment; follow through on all assignments; administer a program and budget.

Must receive health clearance from qualified medical personnel and required immunizations within first 30 days of employment.

Must obtain First Aid/CPR, Fire extinguisher, Materials Safety Data Sheets (MSDS) and Blood Borne Pathogen training within three-month probation period.

Must have a valid Nevada Driver's license, good driving record and insurable under the Tribe's vehicle insurance policy.

Must be dependable. Must favorably pass a thorough background investigation.

REQUIRED EDUCATION & EXPERIENCE:

Must have an Associate's degree in Early Childhood Development; or Bachelor's Degree in Education with ECD emphasis; or similar program or education, training, and related experience equal to an AA degree. A minimum two-three years supervisory experience in working in an Early Childhood Development program or similar experience required. Must be at least 21 years old.

TO APPLY: Applications may be obtained from the Human Resources Office at the Tribal Administrative Building in Nixon, Nevada; by writing to the Pyramid Lake Paiute Tribe at PO Box 256, Nixon, NV 89424; or by calling the Human Resources Office at (775) 574-1000, Extension 1132. www.plphumanresources.org