

Human Resources Department Santo Domingo Pueblo



JOB ANNOUNCEMENT

POSITION TITLE: Child Care Manager

SALARY RANGE: \$26-\$32/Hr.

DEPARTMENT: Child Care Development Fund (CCDF)

POSITION STATUS: Full-time, Exempt

SUPERVISOR: Program Director

JOB POSTING ID: CCDF-002

Open until filled- For best consideration apply by 05/03/2024

Santo Domingo Tribe exercises Indian Preference in employment opportunities but otherwise supports non-discrimination on the basis of age, sex, religion, disability, color, race, or national origin, except where required by bona fide business necessity.

BASIC PURPOSE

Under the direction of the KCCD Program Director, manages day-to-day operations of the child care center and child care family homes. Participates in the development, recommendation, and administration of policies, procedures, and processes in support of Center operations. Responds to inquiries and requests for services from families, providers, and educators. Supervises KCCD staff and ensures compliance with local, tribal, and federal/state grant requirements and regulations.

TYPICAL DUTIES AND RESPONSIBILITIES

- Plans, organizes, maintains, and manages the operations of the KCCD program.
- Supervises center-based staff. Hires, evaluates, trains, disciplines, and recommends dismissal of staff as necessary.
- Develops, recommends, and administers policies, procedures, and processes in support of center-based operations; implements and monitors compliance with approved policies, procedures, and processes. Ensures compliance with applicable grant requirements, tribal licensing requirements, and any other health and safety regulations.
- Participates in the development and administration of program budget, coordinates the allocation of resources following budget approval, recommends expenditures during budgeting process. Prepares Purchase Requisitions and schedules shopping days.
- Works with cooking staff to develop nutritious meal menus and shopping lists.
- Collects and analyzes a variety of complex data and information. Prepares Annual ACF-700 data report. Performs statistical analysis and summarizes findings in applicable reports or other communication mediums.
- Participates in/on a variety of meetings, committees, task forces, and/or other related groups to communicate information regarding services, programs, areas of opportunity, and/or other pertinent information as appropriate. Advocates for centers needs through partnerships and other resources.
- Participates in soliciting bids or quotes from vendors for small supply orders, which includes defining specifications, selecting vendors, and placing orders with vendors, all in accordance with the Santo Domingo Pueblo Procurement Policies and Procedures.
- Serves as a liaison with other departments within Santo Domingo Pueblo Tribal Programs, the community, and external agencies to provide information on available resources, programs, and/or services.

- Assists in the writing of the Triennial Child Care Plan, including the submission of Child Count, Service Area and Definition of an Indian Child.
- Attending national/regional/local meetings and group gatherings with the Program Director or when the Program Director is unable to attend.
- May perform other duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor’s degree in early childhood education, child development, or related field. At least 2 years of qualifying teaching experience in a certified childcare center or comparable group care program. Two years of supervisory experience.
- Position requires Pediatric CPR and First Aid Certification, and Food Handlers Certification.
- Must be willing to obtain a minimum of 12 hours of health and safety training on an annual basis.
- Must be willing to be trained in program regulations and other areas pertinent to job performance, which may require overnight, out of town/out of state travel.
- Must have computer experience.
- **Applicants must be at least 21 years of age.**
- Must be able to satisfactorily pass a background check.
- Valid New Mexico driver’s license with ability to meet Santo Domingo Pueblo’s liability insurance requirements and maintain eligibility for insurance.
- Covid-19 vaccination required. Reasonable accommodation considered.

HOW TO APPLY

Please submit the complete application packet.

- By email: HR@kewa-nsn.us
 - Subject line: **Child Care Manager – [Your Name]**
- By mail: Santo Domingo Pueblo Human Resources, PO Box 127, Santo Domingo NM 87052
- Online: <https://santodomingopueblo.isolvedhire.com>
- By fax: (505) 715-4416 Attn: Human Resources
- In person: Human Resources Department, 116 San Ildefonso St, Santo Domingo NM 87052

A complete application packet includes the following:

- Santo Domingo Pueblo Employment Application
- Cover Letter
- Resume

Incomplete application packets may delay or exclude consideration of your application.