

# Human Resources Department Santo Domingo Pueblo



---

## JOB ANNOUNCEMENT

---

**POSITION TITLE: Out of School Coordinator**

**SALARY RANGE: \$19-\$25/Hr.**

**DEPARTMENT: Child Care Development Fund (CCDF)**

**POSITION STATUS: Full-time, Exempt**

**SUPERVISOR: Child Care Manager**

**JOB POSTING ID: CCDF-003**

**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 Kewa Child Care Development (KCCD) Child Care Manager, assists in managing day-to-day operations of the child care center's out of school programming. Offers exceptional out of school programming for elementary aged participants. Responds to inquiries and requests for services from families, providers, and educators. Supports and encourages Keres Language Learning in a safe, non-judgmental environment. Supervises out-of-school mentors and ensures compliance with local, tribal, and federal/state grant requirements and regulations.

### **TYPICAL DUTIES AND RESPONSIBILITIES**

- Plans, organizes, maintains, and coordinates activities of the KCCD program's out of school programming for elementary aged children. Coordinates and schedules a variety of activities that meet the needs/interests of children and families. These activities may include after-school activities, off-site activities, field trips, etc.
- Integrate positive guidance techniques on a regular basis, such as communicating expectations, giving children realistic choices, and redirecting inappropriate behavior.
- Supervises out-of-school mentors. Hires, evaluates, trains, disciplines, and recommends dismissal of mentors 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.
- Plans, Prepares, Executes and Evaluates Summer Enrichment Programming. Prepares Purchase Requisitions and schedules shopping days.
- Coordinates and participates in a variety of meetings 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.
- Assists with Program Outreach, Intake, and Eligibility. Must be comfortable with using the Brightwheel Application.
- Ensures staff provide safe, smooth transitions for after-school participants. May assist with SDECLC transitions from time to time.
- Maintains daily attendance of out-of-school participants. Prepares monthly attendance reports for out-of-school participants.

- Ensures all out-of-school participants receive their daily snack and actively participate in healthy hydration.
- Maintains a fun, healthy and safe environment. Ensures upkeep and cleanliness of all out of school spaces.
- Encourages family engagement in all aspects of child development.
- Attends trainings, workshops, and conferences to reflect plan and for professional development.
- May perform other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- Bachelor’s degree in early childhood education, child development, or related field and 1-year supervisory experience. OR At least 3 years’ experience in related setting with willingness to obtain CDA and at least 2 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.
- Keres Speaking preferred.
- **Applicants must be at least 21 years or older.**
- 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: **Out of School Coordinator – [Your Name]**
- By mail: Santo Domingo Pueblo Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 715-4416 Attn: Human Resources
- Online: <https://santodomingopueblo.isolvedhire.com>
- 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.**