



## *Red Cliff Band of Lake Superior Chippewa Indians*

88455 Pike Road

Bayfield, WI 54814

Phone: 715-779-3700 Fax: 715-779-3704

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### **JOB DESCRIPTION**

**POSITION:** Child Care Program Coordinator/Teacher

**LOCATION:** Early Childhood Center (ECC)

**SALARY:** Negotiable depending on qualifications

**SUPERVISOR:** To be assigned

#### **THIS IS A NON-EXEMPT PART-TIME POSITION**

**(28 hours/week starting with possible increase in hours after probationary period and potential for additional hours in Early Head Start and Head Start)**

**JOB SUMMARY:** The Child Care Program Coordinator/Teacher will be responsible for the planning and administration of the Child Care Development Fund (CCDF) grant, including completion of all reporting requirements and providing quarterly reports for the Tribal Council. The Child Care Program Coordinator/Teacher will also be responsible for the planning, and operation of child care services at the Early Childhood Center. Ensure compliance with the State of Wisconsin's group child care center licensing requirements and Head Start Performance Standards.

#### **DUTIES AND RESPONSIBILITIES:**

##### **CCDF Grant Administration**

1. Prepare grant applications including budget and any supporting documents or actions required.
2. Monitor the CCDF budget, including revenues and expenditures to ensure stability and compliance.
3. Complete trainings and meetings relevant to CCDF to ensure compliance with applicable tribal, state, and federal regulations, including SIDS/SBS, CANS, CPR.
4. Assist with maintaining current policies and procedures for the ECC and Child Care Program.
5. Complete on-going monitoring and changes as needed.
6. Plan, implement and supervise the Child Care Program at Red Cliff ECC.

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**Operation of Child Care Program:**

1. Work daily child care schedule with child care teachers from 3- 5 pm Mondays-Fridays, ensuring appropriate adult to child ratios at all times.
2. Regular communication with ECC staff and parents on Child Care programming.
3. Ability to work a flexible schedule to meet the needs of children and families.
4. Maintain child files, including all required documents for compliance.
5. Maintain Child Care Program attendance records for billing purposes.
6. Billing for the Child Care Program, including payment plans and follow up of the WI State Child Care subsidy.
7. Guide families to obtain State and other child care assistance as needed.
8. May be asked to attend *Train the Trainer* Classes in Sudden Infant Death Syndrome, Shaken Baby Syndrome, Child Abuse and Neglect and others applicable.
9. Assist ECC Management staff with annual In-Service.
10. Attend weekly management meetings and ECC all staff meetings.
11. Attending monthly ECC Policy Council meetings when needed.
12. Complete annual Child Count of children 12 and under.
13. Must maintain confidentiality.
14. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

**SUPERVISORY AUTHORITY:** All child care center assistant teachers including evaluations, time sheets, staff meeting, staff file, performance monitoring and professional development.

**KNOWLEDGE:** Knowledge of the Native American Tribes and the uniqueness of the Red Cliff Community are desirable. Must have knowledge of and experience in child guidance and child development. Knowledge of Ojibwe culture and language.

**QUALIFICATIONS:**

1. Minimum of high school diploma, HSED or GED required.
2. 6 months experience in a child care setting or related coordinator position is required.
3. Prefer Associate's degree in Early Childhood Education.
4. Related degrees may be considered based on coursework completed (transcript review required).
5. Applicants can be considered if they have at least one of the following:
  - a. Completed a Child Development Associate (CDA) credential.
  - b. Completed two non-credit department-approved courses in early childhood education.
  - c. Completed two courses for credit in early childhood education or its equivalent from an institution of higher education.
  - d. A one-year child care diploma from an institution of higher education.
  - e. Are enrolled in a program leading to an Associate or Bachelor degree (must provide documentation of enrollment).
6. Computer skills including email, Excel, Microsoft Word, Publisher and Power point.
7. Budget experience.
8. Supervisory experience.

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9. Experience in communicating effectively with parents, families and co-workers.
10. Must be physically, mentally and emotionally able to provide responsible care for all children including children with disabilities.
11. Must maintain confidentiality.
12. Must have a valid driver's license, vehicle and appropriate vehicle coverage and maintain driver's eligibility as a condition of employment. If no insurance, must be able to obtain it within the first 30 days of employment. Be eligible to be put on the tribe's vehicle insurance policy.

**PERSONAL CONTACTS:** Daily interaction with Child Care parents.

As needed contact with community members, required collaboration with State and federal, and when needed national Tribal Child Care partners.

**PHYSICAL REQUIREMENTS:**

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions as long as the staff disability does not create an undue risk of injury to any enrolled children in the classroom.

Must be physically able to work with young children (0-5 years old) and must be able to regularly lift and/or move up to forty pounds; twenty pounds overhead and forty pounds from waist to shoulder; occasional lifting of fifty pounds is required and must be able to push/pull up to fifty pounds horizontally.

Required to stand, walk, climb or balance, stoop, kneel, crouch or crawl when working with small children. Required to use hands to finger, handle or feel objects, keyboards, tools or controls, reach with hands and arms, speak and hear, and ability to operate keyboard (computer).

Also required are: five-year health exam, initial TB test and annual TB questionnaire, immunizations including Hepatitis B (or sign waiver), mumps vaccine (or waiver or proof of immunization) and required trainings such as confidentiality, CPR, Shaken Baby Syndrome, Sudden Infant Death (SIDS), etc.

**WORK ENVIRONMENT:** All tribal buildings are smoke free. Primary work environment is in a 0-5-year-old setting at the Red Cliff Early Childhood Center.

**TRAVEL REQUIREMENTS:** The ability to travel and attend meetings and trainings; overnight and out of town, both locally & nationally. Attend ECC Policy Council, Tribal Council meetings as directed.

**BEHAVIOR AND ATTITUDE:** The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs in both a professional and personable manner. The manner in which the employee relates to fellow employees, customer and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any behavior or attitude that tarnishes the name or image of the Red

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Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

**Indian preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered.**

**This job description is subject to change at employer's discretion, after consultation with the employee.**

**APPLICATION SUBMITTAL REQUIREMENTS:** The following items are required for this position:

1. Completed tribal application, to include work history and references; available on the tribal website.
2. Tribal background investigation disclosure; available on the tribal website.
3. Cover letter and resume.
4. Post-secondary transcripts or certifications; if applicable.

**POSTING DATE: May 16, 2018**

**DEADLINE: Open until filled**

**FOR FURTHER INFORMATION:**  
**Red Cliff Band Lake Superior Chippewa**  
**Human Resources Department**  
**88455 Pike Road**  
**Bayfield, WI 54814**  
[www.redcliff-nsn.gov](http://www.redcliff-nsn.gov)  
[ashley.poch@redcliff-nsn.gov](mailto:ashley.poch@redcliff-nsn.gov)  
[diane.cooley@redcliff-nsn.gov](mailto:diane.cooley@redcliff-nsn.gov)

**(715) 779-3700 Ext. 4268 or 4267**

**The Red Cliff Tribal Council has a Drug Free Work Place Policy and adheres to the intent of the Drug Free Work Place Act. All new hires are subject to a drug test prior to starting.**

**All applicants for employment with the Red Cliff Tribe will be subject to the background investigation and other requirements of RCCL Chapter 43, and are under a continuing obligation to supplement this application for employment with information concerning any convictions that occur after commencement of employment with the Tribe.**

*All Early Childhood Center employees must submit mandatory criminal background check information to Human Resources Department with application. Per WI Department of Children & Families (DCF) Bureau of Early Care Regulation (BECR) Memo 2014-03, all licensed child care center employees must complete a one-time fingerprint-based background check on all employees by December 31, 2015. Every year thereafter, a name-based background check through the Department of Justice (DOJ) must be conducted annually or following any conviction occurring after commencement of employment.*

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*The Red Cliff Early Childhood Center has a Drug Free/Smoke Free environmental policy and follows the intent of the Drug Free Work Place Act.*

*(45) CFR Part 1302.90 (b)(6) A program must consider current and former program parents for employment vacancies for which such parents apply and are qualified.*

**EMPLOYEE BENEFIT PACKAGE – PART-TIME EMPLOYEES**

1. A Health Insurance Plan which is offered through the Federal Employee Health Benefits (FEHB). FEHB is offered for both single and family coverage. Part-time employees will be on a prorated pay status depending on hours worked.
2. The Tribe offers General Leave to part-time employees as stated below:

Regular Part-time 30-37 hours/week	Vacation/GL – 12 hours/month
Regular part-time 20-29 hours/week	Illness/GL – 8 hours/month
3. The Tribe observes a total of 11 paid holidays.