



## TRIBAL PERSONNEL DEPARTMENT

# JOB ANNOUNCEMENT

REPOST      REPOST      REPOST      REPOST

**JOB TITLE:**                    **Tribal Day Care Program Director**  
**SUPERVISOR:**                **Tribal Administrator**  
**LOCATION:**                    **Tribal Center Daycare**  
**POST DATE:**                 **September 13, 2017**  
**CLOSING DATE:**             **September 27, 2017**

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**General Description:** Oversee the Tribal Daycare on a daily basis. Complete all required reporting. Plan, direct or coordinate the academic and nonacademic activities of the child daycare center.

**Qualifications:** High school diploma or equivalent is required. Must have completed at least two noncredit (DCF) department-approved courses in early childhood education and within one year of assuming the position, one course in the WI Child Care Administrator Credential or its equivalent.

**Salary:** \$18.00-\$22.00 per hour / Dependent upon qualifications.

**How to Apply:** Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located via website [www.ldftribe.com](http://www.ldftribe.com) or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department  
P.O. Box 67  
Lac du Flambeau, WI 54538  
715-588-3303  
Email: [hr@ldftribe.com](mailto:hr@ldftribe.com)

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians  
Nonexempt Position Description**

**A. TITLE OF POSITION:** Tribal Day Care Program Director

**B. DEPARTMENT:** Tribal Day Care

**C. SUPERVISOR'S TITLE:** Tribal Administrator

**D. DESCRIPTION OF DUTIES:** Oversee the Tribal Daycare on a daily basis. Complete all the required reporting. Specific duties include but are not limited to;

1. Supervision of Day Care staff, scheduling, evaluation, disciplinary actions, handling of complaints, etc.
2. Responsible for health/safety of Day Care facility.
3. Certification of Child Day Care Providers and coordinate continuing education opportunities for providers.
4. Coordinate Respite Day Care Services to tribal children in home, or in out-of-home placements, includes home visits, arranging for days and times needed.
5. Coordinate Day Care needs by conducting home visits to gather information on day care needs and support services for tribal families in emergency or stress situations.
6. Represent Tribe at related State Day Care meetings and meet with Tribal Council at monthly manager meetings.
7. Monitor child's progress and provide assistance in resolving any problems.
8. Confer with parents and staff to discuss activities and policies and child behavioral problems.
9. Set daycare standards and goals and help establish policies, procedures and programs to carry them out.
10. Plan direct and monitor content of activity programs.
11. Prepare and maintain attendance, activity, planning, accounting, or personnel reports and records.
12. Recruit, hire, train and evaluate primary and supplemental staff and recommend personnel actions for programs and services.
13. Provide direct care to children.
14. Determine allocations of funds for staff, supplies, materials and equipment and authorize purchases.
15. Review and evaluate current programs to determine efficiency, effectiveness, and compliance with State, local, and Federal regulations and any necessary modifications to certify daycare.
16. Review and interpret government codes and develop procedures to meet codes and to ensure facility safety, security and maintenance.
17. Prepare and submit budget requests or grant proposals to solicit program funding.
18. Organize committees, volunteers, and staff to provide advisory assistance for programs.

**E. POSITION RELATIONSHIPS:**

1. **Internal:** Daily contact with parents and children
2. **External:** Occasional contact with Tribal Head Start, State Agencies, and other tribal agencies.

**F. SUPERVISORY RESPONSIBILITIES:** Supervises Day Care staff

**G. SUPERVISION RECEIVED:** Supervision received from the Tribal Administrator

**H. EDUCATION:** High School Diploma or Equivalent is required. Must have completed at least two noncredit (DCF) department-approved courses in early childhood education and within one year of assuming the position, one course in the WI Child Care Administrator Credential or its equivalent.

**I. EXPERIENCE:** Ability to communicate effectively and establish effective working relationships with Human Services agencies and the Lac du Flambeau community. Valid driver's license and auto insurance is required.

**J. SKILLS:** Skilled in provision of Day Care services, basic child care, parenting education and modeling of parenting skills. Strict client confidentiality is required. Confidential client record keeping system and report forms in accordance with program guidelines must be maintained.

**K. WORKING ENVIRONMENT:**

1. **Work Conditions:** Normal office/Daycare environment with contact with adult staff and children.
2. **Exposure to Hazards:** Frequent contact with children and family members that may expose staff to illness and undesirable behaviors.
3. **Physical Requirements:** This position requires standing, sitting, walking, bending and some light lifting.

**L. BEHAVIOR:** The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Tribal Day Care Director to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers 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 attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and is subject to disciplinary action.

**M. OTHER:** Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required for compliance of the Indian Child Protection Act and Family Violence Act applicable to the job description. Must have a valid Wisconsin driver's license and insurance coverage. Negative TB test prior to employment.

As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

**M. SIGNATURE:**

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**Tribal Administrator** **Date**