

## **JOB ANNOUNCEMENT**

### **DIRECTOR OF DUCKWATER DEVELOPMENTAL LEARNING CENTER**

SALARY: 12.90 per hour

STATUS: Full-time (40 hours/week)

Opening Date: January 22, 2018

Closing Date: Open Until Filled

**DESCRIPTION:** Under the direct supervision of the Administrative Assistant, the Director of the Duckwater Development Learning Center (DDLC) is responsible for the guidance and direction of the daily activities in the Childcare Learning Center. The Director is responsible to supervise two (2) Daycare workers, Monday through Friday.

#### **JOB DUTIES INCLUDE:**

1. Responsible to provide a safe, clean environment for children from infants to 12 year olds.
2. Responsible for maintaining daily logs of participants and accident reports, as required.
3. Responsible to provide a monthly written report to administration for the Tribal Council.
4. Responsible to arrange and take part in indoor and outdoor play with an emphasis on learning skills.
5. Responsible to instruct staff and to personally follow proper health guidelines while changing diapers of infants and toddlers.
6. Responsible to instruct staff and to personally follow proper health guidelines while serving food and drinks to participants in the center.
7. Responsible to create lesson plans so that children will be read to and taught simple painting, drawing, songs, numbers and letters in preparation for pre-school and kindergarten.
8. Responsible to model good character and community values by teaching children and staff to be kind, respectful, and considerate of others.
9. With the assistance of the Administrative Assistant, responsible to develop and implement a discipline plan for the DDLC.
10. Responsible to assist in preparing and serving meals and drinks to participants.

11. Responsible to ensure that supplies are ready for scheduled activities and direct activities according to the daily lesson plans.
12. Responsible to teach staff to encourage children to pick up toys and books to instill a sense of pride and taking care of their belongings.
13. Responsible to teach children about good health and personal hygiene, such as eating, resting, toileting and tooth brushing.
14. Responsible to supervise rest periods and change sheets on cribs or cots at least weekly.
15. Responsible for the overall cleanliness of the DDLC including washing and sanitizing toys, play equipment and the center at least weekly.
16. Responsible to secure medical assistance when needed.
17. Responsible to schedule and meet with parents as needed to advise them of the planned activities for the DDLC.
18. Responsible to send required reports to ITCN CCDF.

#### **QUALIFICATIONS:**

1. Must be able to work with little or no supervision.
2. Must enjoy children from infants to elementary school age.
3. Must be able to follow guidelines for the childcare center from ITCN CCDF
4. Must have verbal and written skills sufficient to give oral and written reports as required
5. Must have a high school diploma or G.E.D.
6. Experience in childcare preferred, but not required
7. Must possess a valid Nevada Driver's license.
8. Must be able to pass a finger-print background check and motor vehiclebackground check
9. Must be certified in CPR/Basic First Aid
10. Must obtain a Food Handler Permit
11. Must be able travel out of the area for mandatory training
12. Must complete at least 38 credits of Early Childhood Education classes yearly

#### **EQUAL OPPORTUNITY EMPLOYER:**

The Duckwater Shoshone Tribe provides equal employment opportunities (EES) to all employees and applicants for employment without regard to race, color religion, sex national origin, age, disability or genetics. Indian preference will be given to qualified Indian applicants in accordance with 25 CFR 271.44

#### **APPLICATIONS:**

Applications may be obtained at the Duckwater Shoshone Tribe Administration office located at 511 Duckwater Falls Road or by calling 775-863-0227.