

**WICHITA AND AFFILIATED TRIBES  
POSITION DESCRIPTION**

**TITLE: SITE MANAGER**

**SUPERVISOR: CCDF PROGRAM DIRECTOR**

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**GENERAL DESCRIPTION:** Under the supervision of the Child Care Development Fund (CCDF) Program Director. Position is located at the Wichita School Readiness Program (WSRP). Site Manager is responsible for the coordination, supervision and management of the operation of the Wichita School Readiness Program.

**DUTIES AND RESPONSIBILITIES:**

1. Maintaining program compliance with Federal, State, and local licensing standards and Wichita School Readiness Program policies/procedures.
2. Establishing and maintaining control and providing for the safety of the children.
3. Supervising and evaluating staff within Wichita and Affiliated Tribes Personnel Policies and Procedures guidelines.
4. Planning, implementing and critiquing enrichment activities for children to meet the physical, social, emotional, and intellectual needs of each child, which promote self-expression, creativity, imaginative play, language stimulation, thinking skills, and positive relationship development.
5. Communicating effectively with parents, staff, children, and school, while maintaining confidentiality of the children and their families.
6. Preparing and maintaining accurate records, including the preparation of reports.
7. Performing routine bookkeeping tasks.
8. Assisting in the selection of supplies, equipment, toys, books, and other materials.
9. Oversight of food preparation, distribution, and associated record keeping.
10. Maintaining a neat and clean work area.
11. Identifying staff development needs, assisting in staff development activities, and monitoring compliance with required courses for staff.
12. Assisting in program evaluation activities including data collection.

13. Assisting with evaluating educational development of the children and providing appropriate feedback to the Wichita School Readiness Program teaching team.
14. Performing other duties as assigned.

**QUALIFICATIONS:**

1. Must be at least 21 years of age. Must have a High School Diploma or GED.
2. Prefer a Child Development Associate (CDA) or AA degree including 12 hours in early childhood or elementary education.
3. At least three (3) years of actual work experience in a child care facility or setting.
4. Meet all legal requirements for child care workers in the State of Oklahoma.
5. Ability to accurately perform routine bookkeeping tasks.
6. Ability to relate well to children and maintain confidentiality.
7. Willingness to participate in appropriate required training activities.
8. Must obtain food handler's permit and Infant/Child First Aid/CPR certification within 30 days of employment.
9. Must possess a valid Oklahoma Driver's License and have adequate transportation.
10. This position requires a successful background check and drug screening.
11. Must sign a Confidentiality Agreement and must be able to maintain confidentiality as required.