



## WICHITA AND AFFILIATED TRIBES POSITION DESCRIPTION

- JOB TITLE:** WCDC Center Director
- DEPARTMENT:** Administrative & Office Staff
- LOCATION:** Offsite: Wichita Child Development Center, 101 E. Coronado Circle, Anadarko
- REPORTS TO:** Child Care Development Programs Director

### **JOB SUMMARY:**

WCDC Center Director will provide and supervise child and youth care service delivery at the CCDF Child Care Program site. Responsible for the daily administration and management of the program according to program policies and guidelines. Provides supervision to department staff. This position may work outside of the normal work week.

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

1. Most important responsibility is the care, safety, and well-being of all children in the Wichita Child Development Center (WCDC).
2. Ensures the WCDC is in compliance with State Regulations to provide food service, child care, recreational and curriculum presentations for children. Also reviews and evaluates the Center's activities to ensure compliance with Federal, State, and Tribal regulations.
3. Responsible for accurate and timely submission of the Federal Food Program. Reviews and approves menu plans and food purchases for submission to CCDF Program.
4. Confers with teaching staff regarding behavioral or learning problems and recommends methods of modifying inappropriate behavior and encourages learning experiences for the children enrolled in the center.
5. Conducts an arrival walk-through of the WCDC to listen and identify needs.
6. Confers with parents regarding facility activities, policies, and enrollment procedures. Confers with customers, employees, and other individuals to answer questions, disseminate/explain information and address complaints, if any.

7. Resolve complaints taken from customers for staff within five (5) days. Create and maintain accurate records in the WCDC computer, record and proofread data and other information, i.e. complaint logs and actions taken to remedy complaints, records, or reports.
8. Overseeing parent communication and family engagements.
9. Makes arrangements for all medical attention for ill or injured child if accident occurred at the facility, in accordance with parental instructions. Responsible for all medication requests.
10. Responsible for ensuring all staff follow DHS staff/child ratios. May have to perform classroom teaching duties during absence of regular teacher.
11. Maintains and manages a waiting list to maximize classroom attendance.
12. Prepares in final format, from rough draft, or verbal communication needing a response in a timely manner from parents, staff, teachers, or government.
13. Collect and file employment applications, employee training certifications and completions and approves/disapproves employee leave requests or absences.
14. Responsible for the Program's Oklahoma Registry
15. Responsible for maintaining all staff Professional Development Ladder (PDL) training and keeping all PDL current.
16. Responsible for ensuring all Master Teachers are maintaining 20 hours of training yearly.
17. Responsible for ensuring all Teachers and Teacher Assistants are maintaining 12 hours of training yearly.
18. Creates and maintains an up-to-date Parent Information Board and keeps the public information bulletin boards current. Also submits to CCDF office the programs monthly Newsletter.
19. Responsible for accurate billing of client payment. Responsible for collection and ensuring payments are made per policy. Preparing monthly time sheets for DHS subsidy, Tribal subsidy clients. Posting Tribal subsidy checks.
20. Ensuring DHS "swipes" are monitored and corrected if necessary within two (2) days of error.
21. Prepares child care payment Deposits.
22. Posts end-of-day report to close out attendance and completes a nightly closing procedures list.
23. Accepts and approves reports and communication from the teachers and staff, i.e. Accident Reports, PTO's, Purchase Requisitions for material purchases, etc.

24. If child abuse is suspected, required by law to report the incident and required to cooperate fully in the investigation of any allegations.
25. Performs other duties related to position as necessary or assigned.

### **EDUCATION AND EXPERIENCE:**

1. Must have a High School Diploma or GED, and be at least 21 years of age.
2. Obtained and maintain a Child Development Associate (CDA), or Associate's Degree including 12 hours in early childhood or elementary education.
3. Must have or be willing to obtain within 60 days of employment, a minimum of a Bronze Level Oklahoma Director's Credential, and have appropriate child development courses to meet State requirements.
4. Possess 18 months of experience working in a group program with children or youth Certificate of Completion. **-OR-** Possess 18 months of experience working in a group program with children or youth, plus an associate's degree or least 60 semester hours of college credit which included a major course of study (24 semester hours) with content directly related to the age group to which assigned. **-OR-** A bachelor's degree or at least 120 semester hours which included a major course of study (24 semester hours) with content as indicated above. **-OR-** Possess and maintain one of the following directly related to the age group of the position to which assigned: Child Development Associate (CDA) Credential, or other nationally recognized Youth Development Credential.
5. Have the ability to interpret and follow program guidelines relating to the Child Care Development Fund, Department of Human Services Child Care Licensing, and related programs.
6. Must have communication skills, both oral and written, to interact with staff, officials, parents, and other individuals regarding program and client matters.
7. Must obtain food handler's permit and First Aid/CPR certification within 30 days of employment.
8. Be computer literate and able to operate software for letter processing and spreadsheets.
9. Proven ability to work well with Indian families and children, and must have positive human interaction skills.
10. Must have the ability to organize and maintain clear and concise records.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work primarily in a climate controlled environment, but will be exposed to wet and/or humid conditions, high temperatures, and other outside weather

conditions. Frequent stressful conditions. Frequent near vision use for reading and computer use. The noise level in the work environment is usually moderate to occasionally loud.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be physically able to operate a variety of office equipment, pass a physical exam, and operate vehicles ranging from a sedan to a bus. Must be able to stoop, crawl, kneel, and bend in order to speak to children at the child’s eye level, to play with children, and to pick up toys/equipment off the floor. The employee must frequently lift, carry, and move more than 25 pounds.

**SPECIAL REQUIREMENTS:**

Possession of a valid Oklahoma Driver’s License. Subject to a background check and drug screening. Must sign a Confidentiality Agreement and abide by confidentiality regarding program and personnel matters. This position may work outside of the normal work week.

This certifies that I have read the position description and I am capable of performing all essential functions of the job.

_____	_____
<b>EMPLOYEE</b>	<b>DATE</b>
_____	_____
<b>DEPARTMENT SUPERVISOR</b>	<b>DATE</b>
_____	_____
<b>TRIBAL ADMINISTRATOR</b>	<b>DATE</b>
_____	_____
<b>HUMAN RESOURCES DEPARTMENT</b>	<b>DATE</b>

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*Job descriptions are used primarily to assist in the identification of the core duties and responsibilities of a position and to be used in determining the level of compensation for the position. Other duties and responsibilities may be added or removed at the discretion of the Wichita Affiliated Tribes Executive Management.*