



WICHITA AND AFFILIATED TRIBES POSITION DESCRIPTION

JOB TITLE: Wichita STAR Academy Director

DEPARTMENT: Executive & Management Staff

LOCATION: Offsite: Wichita STAR Academy, 510 W. Mission, Anadarko, Oklahoma 73005

SALARY: Minimum: \$16.00 Midpoint: \$22.43 Maximum: \$26.69

GRADE: EMS - 4

REPORTS TO: Child Care Development Program Administrator

JOB SUMMARY:

The Wichita STAR Academy Director will provide and supervise the delivery of child and youth care services at the CCDF Child Care Program site. Responsible for the daily administration and management of the program in accordance with program policies and guidelines. Provides supervision to department staff. This position may work outside of the normal work week.

CORE DUTIES:

1. Provides direct oversight of the daily operations, inclusive of fulfilling goals and objectives, as required by applicable grant regulations.
2. Composes and submits annual grant applications and proposals to funding agencies, and actively seeks and applies for funding from additional resources.
3. Develops and monitors operating budgets and ensures that expenditures comply with grant regulations, inclusive of either Tribal Cash Match or In-Kind costs as applicable.
4. Prepares and submits mandatory progress, statistical, and narrative reports for all program components as required by the funding agency. Ensures financial reports have been submitted on time.
5. Supervises program staff and implements personnel functions, including program-specific training, evaluating work performance, and disciplinary actions.

6. Works with staff to prepare and submit annual strategic planning documents to incorporate into the Tribe's annual strategic implementation plan.
7. Establishes long-term and short-term departmental goals and objectives.
8. Ensures department staff know and understand the long-term and short-term departmental goals and objectives.
9. Identifies funding sources and develops positive working relationships with individuals, agencies, and organizations that may contribute to the accomplishment of department goals.
10. Creates, develops, implements, and promotes innovative partnerships and projects with other tribes and federal agencies, state agencies, and other organizations.
11. Attends local, state, and regional meetings and conferences.
12. Prepares and submits quarterly reports to include progress in meeting identified strategic goals, objectives, and activities during the previous quarter.
13. Supervises program staff and implements personnel functions that include evaluating work performance and disciplinary actions.
14. Performs all other duties as assigned by the Program Administrator.

SPECIFIC PROGRAM DUTIES:

1. Responsibilities include the care, safety, and well-being of all children in the Wichita STEM-Tutoring-Academic Readiness (STAR) Academy.
2. Ensures the Wichita STAR Academy complies 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. Submits accuracy and is timely in the Federal Food Program. Reviews and approves menu plans and food purchases for submission to the 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 Wichita STAR Academy to listen and identify needs.
6. Presents STEM/STEAM activities.
7. 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.

8. 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.
9. Provides supervision and enrichment activities as well as extra academic support for 2nd-grade through 8th-grade students aged 7-13 years.
10. Resolves complaints taken from customers for staff within five (5) days. Create and maintain accurate records in the Wichita STAR Academy computer, record and proofread data and other information, i.e., complaint logs and actions taken to remedy complaints, records, or reports.
11. Oversees parent communication and family engagements.
12. Interprets and follows program guidelines relating to the Child Care Development Fund, Department of Human Services Child Care Licensing, and related programs.
13. Administers and manages daily operations of the program according to program policies and guidelines. Provides supervision to department staff.
14. Arranges all medical attention for an ill or injured child if an accident occurred at the facility, in accordance with parental instructions. Responsible for all medication requests.
15. Ensures all staff follow DHS staff/child ratios. May have to perform classroom teaching duties during the absence of the regular teacher.
16. Maintains and manages a waiting list to maximize classroom attendance.
17. Prepares in final format, from rough draft, or verbal communication needing a response on time from parents, staff, teachers, or government.
18. Collects and files employment applications, employee training certifications and completions, and approves/disapproves employee leave requests or absences.
19. Handles the Program's Oklahoma Registry.
20. Maintains all staff Professional Development Ladder (PDL) training and keeps all PDL current.
21. Ensures all Master Teachers are maintaining 20 hours of training yearly and 20 hours of After School Care training yearly.
22. Ensures all Teachers and Teacher Assistants are maintaining 20 hours of training yearly.
23. Creates and maintains an up-to-date Parent Information Board and keeps the public information bulletin boards current. Also submits to the CCDF office the program's monthly Newsletter.

24. Ensures the accurate billing of client payment. Responsible for collecting and ensuring payments are made per policy. Preparing monthly time sheets for DHS subsidy and Tribal subsidy clients. Posting Tribal subsidy checks.
25. Ensures DHS “swipes” are monitored and corrected if necessary within two (2) days of error.
26. Prepares child care payment Deposits.
27. Posts end-of-day report to close out attendance and completes a nightly closing procedures list.
28. Accepts and approves reports and communication from the teachers and staff, i.e., Accident Reports, PTO’s, Purchase Requisitions for material purchases, etc.
29. Reports child abuse is suspected, required by law to report the incident, and required to cooperate fully in the investigation of any allegations.
30. Performs other duties related to the position as necessary or assigned.

EDUCATION AND EXPERIENCE:

1. **Preferred:** Possess a Bachelor’s Degree in Education or related field, 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.
2. **Minimum:** Possess a Child Development Associate (CDA), or an Associate’s Degree including 12 hours in early childhood or elementary education. Must have a minimum of 18 months of Child Care Center Director experience.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of grant and program administration, budget management, and financial projections, as well as experience in grant writing.
2. Knowledgeable and skilled in correct spelling, grammar, and management procedures.
3. Skills to read, analyze, and interpret documents and write routine reports and correspondence.
4. Skills in communication, both oral and written, to interact with departmental staff, clients, officials, funding agencies, and other individuals regarding program and client matters.
5. Ability to evaluate and interpret data for the department.
6. Ability to interpret and follow program guidelines relating to the department and related programs.
7. Ability to navigate through federal grant systems with little to no supervision.

8. Ability to operate software for letter processing and spreadsheets.
9. Ability to organize and maintain clear and concise records.
10. Ability to deal with stressful situations positively and professionally.

WORK ENVIRONMENT:

Work is primarily indoors, but requires the position to be outdoors when traveling between campus buildings and other off-site departments. The position may be exposed to frequent noise caused by telephones, office machines, and nearby oral communications among other personnel and/or employees.

PHYSICAL DEMANDS:

Physical ability to work in an office setting and operate office equipment. See in the normal visual range with or without correction; must be able to read computer screens and printed documents. While performing the duties of this job, the employee is regularly required to stand, sit, and use hands and fingers to operate office equipment. Light to moderate lifting is required.

SPECIAL REQUIREMENTS:

Possess a valid Oklahoma Driver's License. Subject to a background check and drug screening. Must sign a Confidentiality Agreement and abide by confidentiality regarding the program. The Wichita and Affiliated Tribes hiring preference policy applies.

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

EMPLOYEE

DATE

DEPARTMENT SUPERVISOR

DATE

TRIBAL ADMINISTRATOR

DATE

HUMAN RESOURCES DEPARTMENT

DATE

Job descriptions are primarily used to identify the core duties and responsibilities of a position and to determine 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.