

PAWNEE NATION OF OKLAHOMA

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| Job Title | Child Care Program Coordinator |
| Department | Children & Family Services |
| Division | Health & Community Services |
| Supervisor | Children & Family Services Department Manager |
| Position Overview | Under direct supervision of the Children & Family Services Department Manager, administers, coordinates, and implements goals and objectives of the Pawnee Nation's Child Care Center. |
| Essential Functions | <ol style="list-style-type: none"> 1. Provides a high quality Child Care Program that nurtures the physical, social, emotional, and mental development of young children; 2. Operates the Child Care Program in accordance with licensing requirements set forth by the State of Oklahoma; 3. Establishes, monitors, and evaluates Child Care Program goals, objectives, and performance standards; 4. Develops, communicates, and implements Child Care Program policies and procedures; 5. Oversees day-to-day Child Care Program operations by reviewing and approving classroom schedules, staffing assignments, curriculum, equipment, etc; 6. Implements a Parent/Child Care Program partnership plan, with components including new parent/student orientations, monthly parent group meetings, newsletters, bulletin boards, parent/student class involvement activities, etc; 7. Confers with parents and Child Care Program staff about student behavioral issues and/or learning problems, Child Care Program policies and procedures, classroom curriculum, etc; 8. Develops informational materials regarding Child Care Program services, and establishes relationships with external agencies, organizations, and individuals; 9. Supervises the day-to-day activities and job performance of the Learning Center Director; 10. Coordinates training and professional development for Child Care Program staff; 11. Attends trainings, in order to enhance employee job performance and improve operations of the Child Care Program; 12. Maintains confidentiality of all privileged information; 13. Develops and manages the Child Care Program budget, including oversight of requisitions, invoices for payment, and other financial transactions; |

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| | <p>14. Develops and submits timely narrative and financial reports to external agencies, the Pawnee Business Council, Executive Director, Division Director, and Children & Family Services Department Manager, as required;</p> <p>15. Plans, develops, and prepares grant proposals to secure alternative funding, while ensuring the outside funding sources are in alignment with Pawnee Nation goals and objectives;</p> <p>16. Contributes to a team effort and accomplishes related results as required;</p> <p>17. Performs other duties, as assigned and within the scope of the position.</p> |
| <p>Educational Requirements</p> | <p><u>Minimum:</u> Bachelor's Degree in Early Childhood Development, Education, or related field.</p> <p><u>Preferred:</u> Master's Degree in Early Childhood Development, Education, or related field.</p> |
| <p>Experience Requirements</p> | <p><u>Minimum:</u> Five (5) years experience in an educational environment, including two (2) years supervisory experience and one (1) year of classroom teaching experience.</p> <p><u>Preferred:</u> Ten (10) years experience in an educational environment, including five (5) years supervisory experience and three (3) years of classroom teaching experience.</p> |
| <p>Knowledge, Skills, & Abilities</p> | <p><u>Computer:</u></p> <ol style="list-style-type: none"> 1. Proficiency in Microsoft applications, including Word, Excel, Outlook, Power Point, Internet Explorer, etc. <p><u>Communication:</u></p> <ol style="list-style-type: none"> 1. Ability to establish and maintain professional relationships with co-workers, parents, students, and representatives from the Oklahoma Department of Human Service and/or other outside agencies; 2. Ability to communicate effectively with co-workers, parents, students, representatives from the Oklahoma Department of Human Service and/or other outside agencies, the general public, tribal members, and other concerned parties; 3. Must possess strong administrative, public relations, and communications skills; 4. Skilled in the use of business communications (proper spelling/grammar); 5. Skilled in the use of business arithmetic (accounting, etc). <p><u>Miscellaneous:</u></p> <ol style="list-style-type: none"> 1. Must demonstrate familiarity with the State of Oklahoma's Licensing Requirements for Child Care Centers; 2. Must possess knowledge of applicable federal, state, and local laws, |

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| | <p>regulations and requirements;</p> <ol style="list-style-type: none"> 3. Must be able to effectively conduct research, analyze information, and interpret data; 4. Must possess the ability to analyze situations and adopt appropriate courses of action; 5. Must possess the ability to be persuasive and tactful in controversial situations; 6. Must possess the ability to meet deadlines, adapt to changing priorities, and work well under pressure; 7. Must demonstrate strong organizational skills, with the ability to prioritize; 8. Must possess the ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds; 9. Must be available to work flexible work hours, which may vary beyond the standard 8 am – 5 pm work schedule; 10. Must be available for work-related travel; 11. Must maintain confidentiality; 12. Must work independently; 13. Must attend trainings, as required by the position; 14. Must have a valid Oklahoma drivers' license and be insurable with Pawnee Nation's insurance carrier. |
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| <p>Physical Demands</p> | <p>While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.</p> |
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| <p>Work Environment</p> | <p>Work is generally performed in an office setting with a moderate noise level. Evening and/or weekend work is often required. Occasions may arise requiring work outdoors where exposure to natural weather conditions may occur. There is regular interaction with the public, other agencies, and employees. Tight time constraints and multiple demands from several people are common. Travel may be required for training, meetings, conferences, presentations, and other events.</p> |