

## PAWNEE NATION OF OKLAHOMA

<b>Job Title</b>	<b>Learning Center Director</b>
<b>Department</b>	<b>Children &amp; Family Services</b>
<b>Division</b>	<b>Health &amp; Community Services</b>
<b>Supervisor</b>	<b>Child Care Program Coordinator</b>
<b>Position Overview</b>	The Learning Center Director is responsible for day-to-day management and oversight of Learning Center operations, including compliance with the State of Oklahoma's Licensing requirements, Learning Center policies & procedures, and other State and Pawnee Nation requirements.
<b>Essential Functions</b>	<ol style="list-style-type: none"> <li>1. <u>Administration</u>: Oversees daily operations of the Learning Center in compliance with the State of Oklahoma's Licensing requirements, Learning Center policies &amp; procedures, and other State and Pawnee Nation requirements; Attends quarterly Oklahoma Child Care Association meetings; Provides support for parents, children, and Learning Center staff; Establishes and maintains a professional relationship with families, employees, and the Child Care Program Coordinator; Acts as a classroom teacher, when necessary to meet required staffing ratios; Attends trainings, as required;</li> <li>2. <u>Supervision</u>: Manages and regularly evaluates Learning Center staff performance; Delegates work fairly and responsibly; Acknowledges and responds to staff inquiries and requests in a timely manner; Adjusts work assignments and/or schedules to accommodate for illnesses, vacation requests, etc; Creates weekly lunch and break schedules;</li> <li>3. <u>Regulations</u>: Maintains personnel and programmatic records in accordance with standards established by the Oklahoma State Department of Health, Oklahoma Department of Human Services, Oklahoma State Fire Marshal, United States Department of Agriculture Child and Adult Food Program, and other regulatory bodies;</li> <li>4. <u>Recruiting</u>: Maintains optimal enrollment of the Learning Center; Provides tours and informational materials to prospective parents; Notifies families on the waiting list whenever openings become available; Coordinates with the Communications Manager and Child Care Program Coordinator to develop and disseminate marketing materials for the Learning Center;</li> <li>5. <u>Records</u>: Maintains all personnel and programmatic records necessary for Learning Center operations;</li> <li>6. <u>Planning</u>: Plans and implements classroom curriculum, in partnership with the Child Care Program Coordinator;</li> </ol>

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	<p>7. <u>Communications</u>: Facilitates positive communication with staff members, parents, the Child Care Program Coordinator, regulatory agencies, etc; Conducts bi-weekly staff meetings; Facilitates new parent/student orientations, monthly parent group meetings, and quarterly Open House sessions; Develops information materials for the tribal newsletter, bulletin boards, parent/student class involvement activities, etc; Writes monthly Learning Center newsletters for parents; Assists with and facilitates parent-teacher conferences, as needed;</p>
	<p>8. <u>Training</u>: Provides in-service training and shares training materials with staff; Identifies areas in need of improved employee performance and facilitates applicable training; Ensures staff continuing education requirements are completed in compliance with Oklahoma Department of Human Service standards;</p>
	<p>9. <u>Confidentiality</u>: Maintains confidentiality of all privileged information;</p>
	<p>10. <u>Miscellaneous</u>: Contributes to a team effort and accomplishes related results, as required; Performs other duties, as assigned and within the scope of the position.</p>
<b>Educational Requirements</b>	<p><u>Minimum</u>: Associate’s Degree in Early Childhood Development, Education, or related field of study; Oklahoma Director’s Credentials; Child Development Associate Credentials (CDA) or Certificate of Mastery in Early Childhood Education or Child Development; Cardiopulmonary Resuscitation (CPR) and First Aid Certification within three (3) months of hire.</p> <p><u>Preferred</u>: Bachelor’s Degree in Early Childhood Development, Education, or related field of study.</p>
<b>Experience Requirements</b>	<p><u>Minimum</u>: Three (3) years of Child Care Center work experience; Three (3) years of supervisory work experience.</p> <p><u>Preferred</u>: Five (5) years of Child Care Center work experience; Five (5) years of supervisory work experience.</p>
<b>Knowledge, Skills, &amp; Abilities</b>	<p><u>Computer</u>:</p> <ol style="list-style-type: none"> <li>1. Familiarity with Microsoft applications, including Word, Excel, Outlook, Power Point, Internet Explorer, etc.</li> </ol> <p><u>Communication</u>:</p> <ol style="list-style-type: none"> <li>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;</li> <li>2. Must possess strong administrative, public relations, &amp; communications skills;</li> </ol>

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	<p>3. Skilled in the use of business communications (proper spelling/grammar);</p> <p>4. Skilled in the use of business arithmetic (accounting, etc).</p> <p><u>Miscellaneous:</u></p> <ol style="list-style-type: none"> <li>1. Must demonstrate familiarity with the State of Oklahoma’s Licensing Requirements for Child Care Centers;</li> <li>2. Must possess knowledge of applicable federal, state, and local laws, regulations, and requirements;</li> <li>3. Must be able to effectively conduct research, analyze information, and interpret data;</li> <li>4. Must possess the ability to analyze situations and adopt appropriate courses of action;</li> <li>5. Must possess the ability to be tactful and persuasive in controversial situations;</li> <li>6. Must possess the ability to meet deadlines, adapt to changing priorities, and work well under pressure;</li> <li>7. Must demonstrate strong organizational skills, with the ability to prioritize;</li> <li>8. Must possess the ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds;</li> <li>9. Must be available to work flexible work hours, which may vary beyond the standard 8 a.m. – 5 p.m. work schedule;</li> <li>10. Must be available for work-related travel;</li> <li>11. Must maintain confidentiality;</li> <li>12. Must work independently;</li> <li>13. Must attend trainings, as required by the position;</li> <li>14. Must have a valid Oklahoma Drivers License and be insurable with the Pawnee Nation’s insurance carrier.</li> </ol>
<p><b>Physical Demands</b></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>
<p><b>Work Environment</b></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>