

Sisseton Wahpeton Oyate

Job Description

Job Title: Child Care and Development Fund (CCDF) Manager

Reports to: 477 Employment Training Services Director

Summary:

Manage the day-to-day operation of the Sisseton-Wahpeton Oyate Ihanpi Cistina (Little Steps Daycare) in accordance with tribal regulations and responsible for the Child Care Services component under the 477/Employment Trainings Services program plan. Ensure our Providers have age appropriate activities that encourage learning and assist in development skills. Communicate with Providers and Parents to ensure that the children are learning and socializing in a positive way.

Duties and Responsibilities:

- Supervises Ihanpi Cistina staff
- Adhere to the Policies and Procedures of the Sisseton-Wahpeton Oyate and interdepartmental operational policies and procedures of the 477/Employment Training Services program
- Ensure compliance with federal and state regulations as it relates to the 477/Employment Training Services program
- Supports and embodies positive work ethics through honesty, integrity and respect
- Responsible for delivering services by engaging and interacting with clients in a professional and courteous manner
- Ensure that confidentiality of client information is secured
- Develops and maintains all collections of daycare revenue, including required timely reports to Director, 477 Employment Training Services
- Ensure the process applications and determine eligibility for child care subsidy and recertification
- Ensure compliance with 477/Employment Training Services: In Home Care, Relative Care, and Non-Relative Care.
- Follow up with annual recertification for Child Care Providers
- Provide timely and accurate records to produce child care payments
- Maintain complete, accurate client files

- Understand the services provided under the PL 102-477 Indian Employment, Training and Related Services.
- Conduct monthly home visits to assess the training needs of the provider
- Contract with Early Childhood Intervention Program to better understand and meet the needs of the children placed in Child Care Services
- Set up a monthly coordination meeting with the Sisseton-Wahpeton Oyate Education Coordinator to identify and discuss strategies to assist providers in working with children with identified special needs
- Coordinate with the Health & Safety Officer or related trainer to administer trainings to include CPR, First Aid, Tornado Drills, and Fire Drills
- Compile and disseminate monthly newsletter to assist parents in understanding the components of selecting quality childcare
- Utilizing the Family Resource Network based out of the South Dakota State University for monthly trainings to ensure providers training needs are met
- Recruit Child Care providers through outreach activities across the community
- Survey providers quarterly to find out what the provider feels their needs are for training
- Conduct provider training and technical assistance activities in areas appropriate to the provision of child care, such as health and safety training, child abuse detection and prevention, and infant/toddler care.
- Incorporate the South Dakota Early Learning Guidelines into the daily curriculum to ensure children are meeting specific goals set forth in the South Dakota Early Learning Guidelines
- Oversee the Tribe's Daycare classroom planning, implementation, and evaluation to ensure that children age 4-5 in the preschool classroom are Kindergarten ready
- Ensure the children are in a positive learning environment and preparing them for the next level of care and kindergarten readiness
- Regularly attend trainings/conferences/webinars to keep up-to-date on current developments in the area of Early Childhood Education
- Ensure appropriate developmental milestones are being met following the South Dakota Early Learning Guidelines


- Work with Child Care Providers in the Daycare setting to create a monthly lesson plan (incorporate Dakota Language and Cultural awareness)
- Coordinate with Sisseton-Wahpeton Oyate Head Start when it's time to transition pre-school to kindergarten
- Occasional travel is required for training purposes and will often extend into weekend travel.
- Other duties as assigned.

QUALIFICATION REQUIREMENTS:

- Understanding of CDA (Child Development Associate) Competency Standards and Functional Areas
- Proficient with Microsoft Word, Excel and PowerPoint
- Ability to develop and maintain good working relationships both internally and externally.
- Skilled in preparing memos, reports, e-mails and letters with sound organization, grammar and spelling
- Adept at handling pressure and ability to be creative to meet the needs of clients and office.
- Possess interpersonal and problem-solving skills and ability to relate to a wide range of circumstances
- Participate in staff meetings and professional development
- Must have valid South Dakota license and liability insurance

EDUCATION and/or EXPERIENCE:

- Must have a CDA or AA in Early Childhood Education
- Previous experience working with children
- Complete physical and TB test
- Must be able to pass required background check and screening for Child Abuse/Neglect through the Tribe and the State of South Dakota.

Approved by  Date 4/26/24