



Sinte Gleska University

SICANGU LAKOTA OYATE

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ACCREDITED BY THE HIGHER LEARNING
COMMISSION - 1983
RECOGNIZED AS A 1994 TRIBAL LAND
GRANT INSTITUTION

ESTABLISHED DECEMBER 1970

POSITION DESCRIPTION

Position: Director	Department: Child Care Center
Supervisor: Vice President of General Administration	Contract: 12 months-Full-Time-Hourly

Job Summary:

The Child Care Center Director is responsible for administration and daily operation of the Child Care Center. Works with Central Registry on screening staff.

Essential Duties & Responsibilities:

Under the supervision and direction of the Vice President of General Administration, the Child Care Center Director will perform the following duties:

- Prepare and submit monthly, quarterly and annual reports to the VP of General Administration. Monthly reports are due at the end of each month.
- Must maintain professionalism and open communication with Supervisor, staff, parents, phone calls, community; Head Start, SGU faculty that may need assistance regarding business with the center
- Become knowledgeable of the regulations governing the Breakfast and lunch Program.
- Assist the cook in menu planning and recordkeeping. Be responsible for the breakfast and Lunch count.
- Be familiar with State Day Care regulations as they apply to the Center.
- Work with aides to establish a daily routine and broad-based lesson plans for all ages.
- Work with children in activities planned to enhance social, emotional, physical, language growth and development.
- Must have a positive attitude, engagement and communication with children at all times.
- Will ensure to implement Lakota culture into daily lessons.
- Will ensure that volunteers are not left alone with the children.
- Implement recordkeeping in the following areas: child attendance and individual progress.
- Communicate with parents regularly on the progress reports for all children.
- Supervise all Child Care staff.
- Must be able to work independently and cooperatively with children, parents and staff.
- Will ensure all children are supervised at all times in the center areas, playground and on impromptu walks.

- Collect/complete biweekly time sheets and route them your immediate supervisor.
- Will ensure monthly fire/tornado drills are performed and documented.
- Will ensure daily forms are completed as required: “All about me” for children daily, illness, injury, medication administering.
- Schedule In-service workshops and participate in staff development activities.
- Orders supplies and materials.
- Be aware of the needed repairs and submit work orders in a timely manner.
- Other duties as assigned.

Qualifications & Experience:

- ❖ Responsible person with BS or BA degree in Early Childhood Education or Elementary Education or can substitute at least 2 years of childcare experience and at least 25 semester hours in Early Childhood Education, Child Development and/or Elementary Education.
- ❖ Must have a favorable Tribal, State, and Federal Criminal Background check in accordance with the Indian Child Protection Act and Family Violence Prevention Act.
- ❖ Must Pass a Central Registry Screening for the South Dakota State.
- ❖ Must have reliable transportation.
- ❖ Must be drug and alcohol free.

Confidentiality:

The SGU employee agrees to maintain strict confidentiality regarding FERPA, HIPAA, and the contents of all Sinte Gleska University correspondence, student records, personnel files and fiscal data.

Additional Information:

Sinte Gleska University does not discriminate on the basis of race, color, national origin, sex, religious preference, age, handicap, marital status, political preference, or membership or non-membership in an employee organization, except as allowed by the Indian preference provision of the Civil Rights Act of 1964, as amended.

The SGU employee is responsible for ensuring that his/her personnel file is current with regard to official evidence of educational qualifications and experiences. Failure to do so prior to start of the contract year may result in not receiving compensation commensurate with claimed advancement in promotional steps.

To apply submit a completed SGU job application with a copy of your HS Diploma or equivalent, Resume, Transcripts, Verification of College Degree(s), Certificates, Driver License, Tribal ID or abstract. Submit completed application with attachments to the HR Department. For further information contact Vijayakumar Chebrolu, Human Resource Director @ SGU Administration Building or call 605-856-8261/email vijayakumar.chebrolu@sintegleska.edu. Applications are available on the SGU website under job opportunities. The position is open until it is filled. Incomplete applications will not be considered.