Please post

Quileute Tribal Council

•QUILEUTE INDIAN TRIBE•

Personnel Department

PO Box 279 La Push, WA 98350
(360) 374-4366/4367 Fax (360) 374-4368

Quileute Day Care
CHI CHO OTSK ATI
"House of Children"

Position: **Administrative Supervisor Child Care**
Supervisor: Early Childhood Education Director
Salary: DOQ/E
Closes: **December 21, 2016 or until filled**

Participate in grantee and delegate component pre-service training. Perform the functions of this position with a strong understanding of the Early Childhood Performance Standards and effective ECE practices, child development outcomes and through knowledge and application of Developmentally Appropriate Practices.

WAC (Washington Administrative Code) 170-297-1715

1. A child care program may employ a site coordinator responsible for being on-site with children, program planning, and program implication. The site coordinator must have the understanding, ability, physical health, emotional stability and good judgment to meet the needs of the children in care.
2. The site coordinator must provide regular supervision of staff and volunteers.
3. Site coordinator must be twenty-one years of age, have two years management experience in related field, and attend a department orientation within six months of employment of assuming the position.
4. Have completed thirty college credits in approved school age credits as specified in the Washington state guidelines for determining related degree and approved credits, high school diploma or GED or twenty college credits and one-hundred clock hours of related community training
5. Have completed 20 basic STAR hour training or possess an exemption
6. Complete ongoing training as required under WAC **170-297-1800**
7. Develop an individual training plan, have a food handlers card, TB test, if applicable and attend an agency orientation as required under WAC **170-297-5800**
8. A site coordinator must be on the premises for a majority of the hours that care is provided each day. If temporary absent from the program, the site coordinator must leave competent, designated person in charge who meets qualifications of site coordinator.

Tribal Day Care Qualifications

- Degree in Early Childhood Education or Child Development (Bachelor's preferred) or;
- AA Degree and at least 18 credit hours in early childhood education and experience teaching children in the age range for which he/she is applying
- Personal qualifications as required by any Washington State Requirements; willingness to cooperate with the aims of the program, respect for children and adults, flexibility and patients
- Two or more years of staff supervision experience
- Knowledge of and experience with federal, state and local regulations
- Requires effective interpersonal and oral communication skills
- Successful experience working in a team setting
- Experience successfully working with Native American populations or culturally diverse staff and clients.
- Ability to present a positive image of the organization to members of the community
- Must generate billing for child care
- Must have a WA Driver's License
- Must pass a criminal background check
- Other duties as assigned

Special Requirements:

The statements contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

Submit resumes, cover letter and QTC job application to:

Quileute Tribal Council
Personnel Department
P.O. Box 279
La Push, WA 98350

Obtain a job application/description at www.quileutenation.org

If the applicants have equal Qualifications, preference will be given to Quileute Indian applicants and other Native American and Alaskan Natives. Except as provided by the Indian Preference Act, Title 26 U.S. Code Section 472 & 473, there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, membership or non-membership in an employee organization.