



# *Sokaogon Chippewa Community*

3051 Sand Lake Road, Crandon, WI 54520

Phone: (715) 478-7500 \* Fax: (715) 478-5275

*www.sokaogonchippewa.com*



**Position:** A-binoojii Daycare Director  
**Location:** Sokaogon Chippewa Community – A-binoojii Daycare Center  
**Hours:** Full-time 40 hours per week

**Job Summary:** *We are seeking a passionate and dedicated individual to serve as the A-binoojii Daycare Director for our tribal community. The A-binoojii Daycare Director will be responsible for overseeing the operation and management of our daycare facility, ensuring the provision of high-quality childcare services that promote the well-being and development of children in our community. The ideal candidate will have a strong background in early childhood education, leadership skills, and a deep commitment to the cultural values and traditions of our tribal community.*

## **Duties/Responsibilities:**

### **1. Program Management:**

- Develop and implement age-appropriate curriculum and activities that promote the cognitive, social, emotional, and physical development of children.
- Ensure compliance with licensing regulations, health and safety standards, and tribal policies and procedures.
- Supervise and support daycare staff, including hiring, training, scheduling, and performance evaluations.
- Oversee enrollment processes, including eligibility determination, enrollment forms, and registration fees.

### **2. Family and Community Engagement:**

- Foster positive relationships with parents, guardians, and families by maintaining open communication and providing opportunities for involvement in the daycare program.
- Organize family events, workshops, and parent education sessions to support parental involvement and engagement in their child's development.
- Collaborate with tribal departments, community organizations, and external agencies to provide resources and support services for families.

### **3. Administrative Duties:**

- Maintain records and documentation related to enrollment, attendance, health records, and staff credentials.
- Coordinate with tribal leadership and governing bodies on daycare policies, procedures, and reporting requirements.
- Prepare reports, grant proposals, and funding requests to secure resources and support for the daycare program through the CCDF grant.
- Performs other duties as assigned.

**Ga-na-waji Ga-wi-nug Way-ji-mooki-ji-wung Yi-ewe-meing-gun-a-sepii**



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## **Qualifications:**

- Bachelor's degree in Early Childhood Education, Child Development, or a related field. Master's degree preferred.
- Minimum of 3-5 years of experience in early childhood education, including supervisory or management experience in a childcare setting.
- Wisconsin Registry Certificate of Level 12 or higher and meets all DCF licensing requirements as a Director.
- Knowledge of IHS, State and County childcare regulations as applicable.
- Knowledge of licensing regulations, health and safety standards, and best practices in early childhood education.
- Understanding of tribal culture, traditions, and values, with a commitment to promoting cultural awareness and preservation.
- Strong leadership, communication, and interpersonal skills, with the ability to work collaboratively with staff, families, and community members.
- Proficiency in program management, budgeting, and administrative tasks.
- Certification in CPR, First Aid, and Child Abuse Recognition and Prevention (or willingness to obtain upon hire).
- Valid driver's license and reliable transportation.

*Pre-employment/random drug tests and a background check will be required for this position.*

**Native American preference is granted according to PL 93-638**

## **Submit completed applications and resumes to:**

**Sokaogon Chippewa Community**

**Human Resources Department**

3051 Sand Lake Road

Crandon WI 54520

(715) 478-7663

Email: [hr@scc-nsn.gov](mailto:hr@scc-nsn.gov)

**Posting Date: June 13, 2024**

**Closing Date: Until filled**

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