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### **Lakota Immersion Childcare Manager**

Thunder Valley CDC's Lakota Immersion Childcare, located in Oglala, South Dakota, is currently accepting applications for the position of **Lakota Language Learner & Childcare Manager**. This "language nest"-style immersion program enrolls 20 children, primarily between the ages of 18 months-5 years old. The program is open five days a week during the hours of 8:00am – 5:00pm.

#### Position Overview

Childcare Manager will oversee the day-to-day operations of the Lakota Immersion Childcare Center. The Manager will ensure all licensure (state, federal, and local) requirements are met, oversee coordination of staff development and management, ensure all student and staff files are complete and up-to-date. Manager will oversee/manage day-to-day operations to include building and playground maintenance and cleaning, office and daycare supplies and ordering, employee scheduling, meal-prep and menu planning, and managing all licensure and other regulations compliance. Manager will oversee budget planning/implementation and reporting, basic human resource functions, inspection and audit preparation, and will also participate in the Second Lakota Language (2LL) program to ensure continued personal language development. Manager will assist in day-to-day childcare as needed to include: overseeing activities with the children, mealtime, recess, naptime, and daily learning, ensuring all communication is in Lakota.

#### To Apply

Please email a resume or application to [jobs@thundervalley.org](mailto:jobs@thundervalley.org). Include "Childcare Manager" in subject line. Or contact: Matt Rama, Initiative Director, at 441-3823 or by email at [mrma@thundervalley.org](mailto:mrma@thundervalley.org). This position is open until filled.

#### Reports to

Lakota Language Initiative Director- Matt Rama

#### Compensation & Benefits

Hourly Compensation: \$16.82 to \$21.63 depending on experience

Position Type: Full-time, non-exempt, not to exceed 40 hours per week

Position Location: Oglala, Lakota Immersion Childcare Center

Benefits for full-time employees:

- Health Insurance- Employee premium paid by TVCDC
- Dental Insurance- Employee premium paid by TVCDC

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- Vision & Hearing Insurance- Employee premium paid by TVCDC
- Simple IRA with up to a 3% match from TVCDC
- Accrued Paid Time Off up to 160 hours per year
- 10 Annual Paid Holidays
- Paid administrative leave when offices closed for inclement weather

### Essential Duties & Responsibilities

- Must be consistently working to increase language fluency, actively participating in staff training, online activities, and other avenues for language development.
- Must be willing to use *as little English as possible* within the role.. Any conversations, phone calls, communication with parents, etc. that require the use of any English must be conducted away from the children's hearing.
- Must be good at working with toddler-aged children, maintaining a loving, enthusiastic, and patient demeanor. Needs to be energetic enough to keep up with and play with the children as needed.
- Establish relationships and open dialogue with students guardians/parents, sharing student growth milestones as well as any concerns, working collaboratively to develop individual student plans for success as needed.
- Ensure that the center's physical facilities comply with local, state and federal laws and are a safe and appropriate environment for children.
- Have knowledge of local, state and federal laws regarding safety requirements and inspection/certification procedures, and ensure that the center complies with all requirements.
- Evaluate and purchase equipment and supplies for the center or approves requests to purchase materials and equipment.
- Ensure compliance with all local and federal laws governing child care, both in regard to the physical environment and the staff, and oversee management of financial affairs of the childcare facility.
- Ensures that all staff meet requirements for their jobs; for example, ordering staff background checks confirming that necessary licenses are valid, and assisting in coordinating continuing education/development for childcare providers as required and desired by individual employees.
- Responsible for maintaining professional qualifications to include continuing education and training as required.
- Project and manage budget and grant requirements.
- Develops policies for the school and communicates policies to parents.

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- Must be fully committed to the success of the program. Needs to be 100% reliable – not missing days or showing up late for work without reasonable cause.
- Work collaboratively with childcare providers on creating and maintaining an extensive shared vocabulary including “modern” terminology, to ensure that English is never needed.
- Assist in general areas of childcare operations to include changing children’s diapers and/or clothes, assisting in meal preparation, service, and cleanup, outdoor play and activities to include gardening and assisting on playground equipment, and other areas as needed.

### Qualifications, Knowledge, Skills

- 3 years prior leadership/management experience preferred.
- 1 to 2 years grant/budget management experience preferred.
- Prior experience in childcare/early education setting preferred.
- Attention to detail and ability to multi-task required.
- Knowledgeable of state, federal, and local regulations/requirements as they apply to childcare center licensure, safety, and regulations and a commitment to maintaining knowledge as changes are implemented.
- Capable of managing and developing childcare staff, ensuring all staff are up-to-date on continuing education as required and assisting in additional development as desired by employees.
- Must be able to assist in day-to-day operations at childcare center.

### ADA Specifications

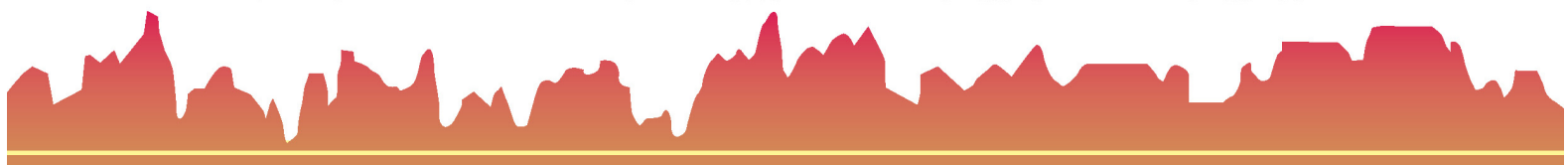
TVCDC is committed to making reasonable accommodations in accordance to the ADA for disabled employees who meet job requirements for education background, employment experience, skills, licenses, essential job duties and function, and any other qualification that are job related. Employees must be able to perform tasks that are essential to the job, with or without reasonable accommodation. The Childcare Manager will regularly be required to: Lift children 15lb-50lbs.

### Mission Driven

Ideal candidate has as a strong belief in the TVCDC mission and wants to be a part of a growing and constantly evolving organization.

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Thunder Valley CDC Mission

Empowering Lakota Youth and families to improve the health, culture, and environment of our communities, through the healing and strengthening of cultural identity.

*The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*

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