Thunder Valley CDC (TVCDC)
Owáyawa Čík’ala Awáŋyaŋka
Lakota Immersion Montessori Manager

Iyápi Glukínipi | Owáyawa Čík’ala - Lakota Language Initiative | Lakota Immersion Montessori, which is located in both the Payabya Community and Thunder Valley, South Dakota, is currently accepting applications for the position of Lakota Immersion Montessori Manager. This “language nest” style immersion program enrolls 35 children between both locations, primarily between the ages of 18 months–5 years old. The program is open five days a week during the hours of 7:30 am – 5:00 pm.

Position Overview
The TVCDC Lakota Immersion Montessori Manager will oversee the day-to-day operations of the Lakota Immersion Montessori. 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 center 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 services as needed: overseeing activities with the children, mealtime, recess, naptime, and daily learning, ensuring all communication is in Lakota and to ensure all children to adult ratios are met.

To Apply
Please email a resume or application to jobs@thundervalley.org. Include “Montessori Manager” in the subject line. This position will be open until filled.

Reports to
Lakota Language Initiative Director- Dallas Nelson

Compensation & Benefits
Compensation: $40,000 to $45,000 depending on experience
Position Type: Full-time, exempt/salaried
Position Location: Thunder Valley CDC
Benefits for full-time employees:
- Health Insurance- Employee premium paid by TVCDC;
- Dental Insurance- Employee premium paid by TVCDC;
- Vision & Hearing Insurance- Employee premium paid by TVCDC;
- Simple IRA with up to a 3% match from TVCDC;
- Paid Time Off up to 160 hours per year;
- 14 annual paid holidays;
• Up to $1,500 annual financial support for continuing education/development;
• Up to 200 hours annually in flexible schedule for education/development;
• Up to 6-weeks paid Parental Leave for new parents;
• Up to 4 hours per week, paid, to participate in Lakota Language Learning Class;
• Up to 25 minutes daily, paid, to participate in a wellness activity;
• Prioritized access to onsite Lakota Language Immersion Child Care;
• Paid Administrative leave during office closures for inclement weather.

**Essential Duties & Responsibilities**

- Must be consistently working to increase language fluency, actively participating in staff training, advocating for Indigenous education, online activities, and other avenues for language development.
- Adhere to and implement all TVCDC policies and procedures and complete all required TVCDC staff requirements.
- 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 infants and toddlers, maintaining a loving, enthusiastic, and patient demeanor. Needs to be energetic enough to keep up with and play with the children as needed.
- Oversee and complete the development of individual education plans for each child and communicate with parents.
- Manage and develop all Montessori staff.
- 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 childcare, 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.
- Develop and implement policies for the school and communicate policies to parents.
- 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 day-to-day 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, ensure all children-to-adult ratios are met, and other areas as needed.

Qualifications, Knowledge, Skills
• 3 years prior leadership/management experience preferred.
• 1 to 2 years grant/budget management experience preferred.
• 2+ years prior experience in Early Childhood education setting preferred.
• Attention to detail and ability to multitask in a fast-paced work environment required.
• Knowledgeable of state, federal, and local regulations/requirements as they apply to the center licensure, safety, and regulations and a commitment to maintaining knowledge as changes are implemented.
• Capable of managing and developing staff, ensuring all staff are up to date on continuing Montessori and Indigenous education as required and assisting in additional development as desired by employees.
• Knowledge in utilizing Google Suite (Google Calendar, Docs, Sheets, etc..), Microsoft Office, online databases (Salesforce and Stratustime) and other basic computer program software and platforms.

ADA Specifications
TVCDC is committed to making reasonable accommodations in accordance with 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.

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

Wóihąnble Uŋkíticaŋwapi Kiŋ (Our Vision)
Lakhóta Oyáte waŋ iyápi na wičhóh’áŋ na wóčhekiyiye uŋ iglúha čha uŋkíhaŋblapi.
We envision a liberated Lakota nation through our language, culture, and spirituality.

Wókhuwa Uŋkíticaŋwapi Kiŋ (Our Mission)
Lakhóta thiyóšpaye na théča kiŋ Lakhól wičhóthi ègna wičhózani na wičhóh’áŋ na wičhóunj yuwásteπi kta čha wóasniye na wósloł’i’eč’yę uŋ wiyokihi-wičhúŋyaŋpi.
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 description is 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. TVCDC position descriptions are not intended to create, nor are they to be construed to create, a contract between TVCDC and any staff member. All TVCDC staff are employees at will; therefore, TVCDC and each staff member are free to terminate that employment at any time and at either party’s discretion, with or without cause. 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.