



THUNDER VALLEY

COMMUNITY DEVELOPMENT CORPORATION

Thunder Valley Community Development Corporation (TVCDC)
Owáyawa Čík'ala Awáŋyaŋka
Lakota Immersion Montessori Manager

The Lakota Language & Education Initiative's Owáyawa Čík'ala | Lakota Immersion Montessori, which is located in both the Pine Ridge School and Porcupine District in South Dakota, is currently accepting applications for the position of Lakota Immersion Montessori Manager. This "language nest" style and Montessori 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 8:00 am to 5:00 pm

Position Overview

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

Compensation & Benefits

Compensation: \$45,000 to \$50,000 depending on experience

Position Type: Full-time, exempt/salaried

Position Location: Split between 3 Locations (TVCDC Main Office, Pine Ridge School & Thunder Valley Montessori)

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

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- Accrued Paid Time Off up to 160 hours per year
- 14 Annual Paid Holidays
- Up to \$1,500 annually in continuing education assistance
- Up to 200 flexible work hours for continuing education development
- Paid administrative leave when offices closed for inclement weather
- Employee Assistance Program (EAP)

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 approve 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.
- 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 including 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, ensuring all children-to-adult ratios are met, and other areas as needed.

Qualifications, Knowledge, Skills

- 3 years prior leadership & management experience preferred but not required

- 1 to 2 years of grant budget management experience preferred but required
- 2+ years prior experience in Early Childhood education setting preferred.
- Attention to detail and the ability to multitask in a fast-paced work environment are 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 is 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.

Drug and Alcohol Testing policy

All offers of employment with TVCDC are conditioned on the applicant submitting to and successfully passing a drug and alcohol test. The applicant must appear for testing on the date, time and location requested by the Director of Operations.

ADA Specifications

TVCDC is committed to making reasonable accommodations in accordance with the ADA for disabled employees who meet job requirements for educational background, employment experience, skills, licenses, essential job duties and functions, and any other qualifications 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

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

Wóihanble Uŋkíthawapi Kiŋ (Our Vision)

Lakǎóta Oyáte waŋ iyápi na wičhóh'aŋ na wóchekiye uŋ iglúha čha uŋkihaŋblapi.
We envision a liberated Lakota nation through our language, culture, and spirituality.

Wókhuwa Uŋkíthawapi Kiŋ (Our Mission)

Lakǎóta thiyóšpaye na théča kiŋ Lakǎól wičhóthi éгна wičhózani na wičhóh'aŋ na wičhóuŋ yuwáštepi kta čha wóasniye na wóslol'ič'iyе uŋ wíyokihi-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 required duties, responsibilities, and skills. 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.