

**HALIWA-SAPONI INDIAN TRIBE
JOB ANNOUNCEMENT
FOR
DAY CARE DIRECTOR
October 15, 2021**

JOB QUALIFICATIONS:

* **EDUCATION:** A Bachelor's Degree in Early Childhood, Elementary Education, **or** Level I Administration Credential or equivalent plus 2 years experience. An Associate Degree in Early Childhood **or** its equivalent in classes (test out).

- Be at least 21 years of age
- Two years verifiable child care or early childhood experience
- Good communication and teamwork skills
- Current year's first aid and CPR
- Current physical examination and negative tuberculin test
- Evidence of emotional maturity and stability
- Must be able to pass a Criminal Records Check

Center Director – Major Functions:

- Hiring qualified staff; orientating new staff
- Supervising and evaluating all center personnel
- Maintaining a physical environment that conforms to North Carolina licensing standards of safety and cleanliness, that is conducive to optimal growth and development of children who attend the center
- Seeing that the facility conforms with North Carolina licensing standards with regard to the physical safety and well-being of the children and staff who use the center
- Developing and executing an on-going program of activities that contribute to the care, growth, and development of the children who attend the center
- Supervising the requisition and keeping and updated inventory of supplies, equipment, and materials necessary to effectively carry out a program of activities
- Enrolling children, establishing fees to be collected, collecting fees
- Scheduling assignments of the facility personnel and overseeing the food preparation in accordance with licensing requirements
- Planning and conducting regular staff meetings and keeping the staff informed of licensing requirements
- Planning in-service training, and contacting Community Colleges, Smart Start, Resource & Referral to register personnel for training that are related to their job responsibilities

- Supervising record keeping of the center as per licensing requirements
- Including: center records, children records, staff records
- Developing operational and personnel policies and reviewing them annually
- Maintaining contact/liaison with parents, staff, and child care organizations as well as Social Services, Divisions of Child Development and other regulatory agencies, and reporting verbally and in writing to regulatory agencies
- **To complete any other duties as assigned by the Tribal Administrator/Housing Director which includes but not limited to assisting with the monthly USDA Food Truck Delivery.**

In addition to the above responsibilities the Day Care Director serves as the Nutritionist when the Nutritionist position is vacant. Please see Nutritionist job description below.

Nutritionist

Job Qualifications

- Current physical examination and negative tuberculin test
- Be able to pass a criminal records check
- Evidence of emotional maturity and stability
- Good communication and teamwork skills
- Evidence of enough security and judgment to handle a crisis situation
- Ability to keep simple records
- High School Diploma or Equivalent
- Early Childhood Credential Certificate Preferred
- Willing to attend workshop and training as assigned by director

Cook – Major Functions

- To prepare the food served to the children and staff
- To understand general nutrition requirements
- To have a working knowledge of meal patterns required in North Carolina Childcare Programs and/or CACFP program
- To develop weekly menus that meet CACFP requirements and to record food substitutes. In addition, to make grocery shopping list and shop for food and supplies needed for the month.
- To wash/sanitize dishes and utensils used in preparation of foods as required by the local sanitation department

- To clean the stove, countertops, and other kitchen surfaces daily
- To mop the kitchen floor daily
- To supervise and train any assistant cooks
- To arrange with the director and order/pickup biweekly food items
- To arrange with the director and order/pickup bulk items and paper goods
- Understand and maintain the environmental health sanitation requirements
- Maintain Daily Meal Count by Name and Daily Meal Count Record for Children
- Complete and submit monthly CACFP report on NC Cares
- To wash/sanitize dishes and utensils used in preparation of foods as required by the local sanitation department
- To assist in the classroom when needed
- All other duties as assigned by the Tribal Administrator/Day Care Director

Job Open Till Filled

Send Cover Letter, Full Resume and References to:

Day Care Position
Haliwa-Saponi Indian Tribe
39021 HWY 561
Hollister, NC 27844
joxendine@haliwa-saponi.com