

**YUOK TRIBE-JOB DESCRIPTION**  
**Child Care Site Supervisor**

Job Title:	Child Care Site Supervisor	Job Grade	7
Department	Education-Child Care	Location	Klamath, Ke'pel, Eureka
Reports To:	Assistant Education Director	FLSA Status	Non Exempt
ALL HIRING IS SUBJECT TO THE YUOK TRIBE'S HIRING PREFERENCE			
Salary Range	\$22.55-29.42		

**POSITION SUMMARY:**

Incumbent is under the general supervision of the Assistant Education Director. Incumbent is responsible for planning and implementing direct services to Child Care children and their families as prescribed by the Child Care Policies and Procedures.

**DUTIES AND RESPONSIBILITIES:**

1. Provides direct oversight to the Child Care Program including staff supervision and program implementation.
2. Assists the Assistant Education Director in determining family income eligibility and redetermination.
3. Establishes and maintains the computerized child care information system.
4. Assists the Assistant Education Director in rate setting for income eligible families.
5. Provides resource and referral services to income-eligible families.
6. Provides training and professional development for child care providers to enhance their knowledge and skills.
7. Assists providers in meeting health and safety standards.
8. Supports cultural heritage, tribal traditions, and native language acquisition within the early childhood setting.
9. Supports healthy parenting and establishes meaningful and on-going opportunities to involve families in policy decisions and program activities.
10. Maintains and updates confidential child and/or family files and records.
11. Assists in the preparation of program reports, records, and grant applications.
12. Other duties as may be required to meet the needs of the Child Care

**DESIRABLE QUALIFICATIONS:**

1. Bachelor of Arts/Science Degree in Early Childhood Development, Social Welfare/Sciences or related field.
2. Possess a valid Child Development Associate (CDA) Certificate.
3. Previous experience working with Child Care as a teacher or coordinator.

**MINIMUM QUALIFICATIONS:**

- Experience working within a Native American community.

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- Knowledge of history, culture and traditions of Native American Tribes of Northwest California particularly the Yurok Tribe.
- Experience in computer word processing.
- Possess effective interpersonal and leadership skills.
- Possess well-developed verbal and written communication skills and abilities.
- Possess well-developed organizational skills.
- Possess ability to work under conditions of minimum supervision.
- Demonstrated ability to work with supervisor, coworkers, families and community organizations.

**EDUCATION/EXPERIENCE:**

An Associates of Arts/Science degree in Early Childhood Development and one year experience or training in community-based agencies serving children and families or related occupational fields such as social services, health, nutrition and/or education.

Progressively responsible work experience in a similar occupation may be substituted for the educational requirement (two years of full-time experience equals to one year of college).

**CONDITIONS OF EMPLOYMENT:**

1. All applicants are subject to the Tribe's Drug and Alcohol Policy including pre-employment screening.
2. All applicants will acknowledge and abide by all Yurok Tribe personnel and other policies and procedures.
3. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
4. Must provide documentation of a pre-employment and annual health screening showing that the employee is free of communicable diseases and is physically capable of doing the job.
5. Must possess, or be willing to obtain within 30 days, a certification in Infant & child, pediatric, Community, or Universal First Aid and CPR through a qualified EMSA training program as prescribed by Community Care Licensing. Must maintain valid First Aid and CPR cards during duration of employment.
6. Must provide documentation of 15 hours of Health and Safety training as prescribed by Community Care Licensing. Hours from current first aid and CPR certificates count toward this requirement. (EMSA approved training)
7. This position will collaborate with the Yurok Tribe Head Start and Early Head Start Program including but not limited to working in the Head Start and Early Head Start Classrooms as needed to meet teacher-child ratios and attending joint trainings.
8. If necessary, must adhere to a professional development plan with goals, objectives and timelines that includes the attainment of beginning level Yurok Language proficiency as determined by the Yurok Language Program.

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9. THIS POSITION REQUIRES COMPLIANCE WITH THE INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION ACT PUBLIC LAW 101-630 ; 25 CODE of FEDERAL REGULATIONS PART 63 – INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION; CRIME CONTROL ACT OF 1990, EMPLOYEE BACKGROUND CHECKS; and EXECUTIVE ORDER 12968, ADJUDICATIVE GUIDELINES
10. LANGUAGE SKILLS: Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
11. REASONING ABILITY: Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.
12. PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 20 pounds.
13. VISION REQUIREMENTS:
- Close vision (clear vision at 20 inches or less).
  - Color vision (ability to identify and distinguish colors).
  - Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
  - Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, \_\_\_\_\_ (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee #

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date