



CONFEDERATED TRIBES
of the
GOSHUTE RESERVATION
HC 61, Box 6104
Ibapah, Utah 84034
(833) 228-6502 or 435-234-1138 (office)
833-228-6507 (fax)

POSITION ANNOUNCEMENT

Opening Date: March 14, 2022
Closing Date: Until Filled
Position: CCDF Director (Full-time)
Location: Confederated Tribes of the Goshute Reservation
Tribal Headquarters
Ibapah, UT

Salary: DOE

Introduction: The CCDF Director will work under the direction of the Confederated Tribes of the Goshute Reservation (CTGR or Tribe) Business Council and will manage day-to-day operations and establish and sustain a positive learning environment for children and provide general administrative direction and guidance to CCDF caseworkers and staff; to oversee the coordination of education programs that comply with local, state, tribal and federal regulations; ensure that facilities are maintained, managed and support a complement of daycare staff and manage the center's financial affairs.

Specific Duties and Responsibilities: The duties will include:

- Ensure a safe, happy and stimulating environment for children
- Manage and coordinate curricula with staff to comply with state and federal requirements
- Ensure that center facilities are safe for children and comply with laws and regulations
- Evaluate and purchase materials, equipment and supplies
- Manage and support teaching staff and promote their professional development
- Interview, hires and train new staff members, ensuring they meet all policies and legal requirements of the program
- Complete ongoing training and courses to remain up-to-date on daycare standards and procedures
- Communicate and meet with parents regarding their children and the center's policies
- Responsible for all up-to-date records for children, including medical and emergency contact information, enrollment applications, etc.
- Manage and oversee the budget and accounts
- Develop and facilitate a marketing and communications plan for the CCDF program needs
- Schedules any needed inspections; institutes fire and disaster preparedness drills as required by law.

CCDF DIRECTOR JOB QUALIFICATIONS

The following is a list of job qualifications for the CCDF Director:

1. Must have a Bachelors Degree, preferably in the field of Business Administration, Public Administration, or equivalent experience.
2. Early childhood education experience may be preferred.
3. Comply with local, state, tribal and federal laws governing child care.
4. Excellent written and oral communication skills.
5. Strong leadership and interpersonal skills.
6. Excellent organizational, problem-solving and time-management skills.
7. Must maintain a professional appearance, attitude and work ethics at all times.
8. Must have a strong capability and willingness to work effectively with others.
9. Must possess a Valid State Driver's License and own a personal vehicle.
10. **Will be subject to an intensive background check.**
11. Indian Preference:
 - a. First preference – **Qualified** Goshute enrolled Tribal member.
 - b. Second preference – **Qualified** member of a federally recognized Indian Tribe.
 - c. Third preference – Other **qualified** non-tribal member applicants.
12. Miscellaneous: Preferably willing to relocate to Salt Lake City, Utah.

CONTACT INFORMATION

Employment applications may be obtained at the CTGR Tribal Administration Headquarters at:

Confederated Tribes of the Goshute Reservation
Attn: CTGR Business Council Secretary
HC 61 Box 6104
Ibapah, UT 84034
Telephone number: **(833) 228-6502** or **(435) 234-1138**
Fax number: **(833) 228-6507**
Email: phyllis.naranjo@ctgr.us or edbded@yahoo.com

Applications and/or Resume may be faxed to the attention of the CTGR Business Council Secretary at: (833) 228-6507. Any questions or concerns should be addressed to CTGR Chairman Rupert Steele at (435) 234-1138 or at rupert.steele@ctgr.us.