



CONFEDERATED TRIBES
of the
GOSHUTE RESERVATION
HC 61, Box 6104
Ibapah, Utah 84034
(435) 234-1138 (office)

Job Announcement Child Development Program, Director

JOB TITLE:	Director, Child Development Program
DEPARTMENT:	Child Development Program
REPORTS TO:	Tribal Administrator
PREPARED BY:	Administration Department
PREPARED DATE:	December 27, 2024
FLSA STATUS:	Exempt
RANGE:	Grade 12, Step 01 (\$75,706.00)

OPENING DATE:	January 21, 2025
CLOSING DATE:	February 21, 2025

SUMMARY

This position provides leadership and direction for the Confederated Tribes of the Goshute Reservation's Child Development Program. It is responsible for the daily operation and financial management of several complex programs, including Child Care Subsidies, Resource and Referral, and a Tribally Owned Child Development Center. In addition, it provides oversight and management of five (5) funding streams.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Participate in program planning and development through program self and community assessments. Works cooperatively with content area managers and other agencies to meet the needs of families and children by coordinating services, referrals, and communication.

Ensures licensing standards are met and assists in the accreditation process for the centers.

Develops, implements, and monitors consistent quality child development services.

Conducts workgroups to assess program needs and plan and establish program practices and strategies for system/progress improvements and/or developments of early childhood education.

Review, revise, and establish policies, procedures, and programs to carry them out.

Works closely with facilities staff to create center schedules and assure facilities and transportation support daily services to children and families and comply with Child Development standards.

Plans, directs, and supports the work of assigned staff.

Develops and supports professional development plans for staff.

Maintains content area expertise.

Keeps abreast of Child Development, Office of Environmental Health, OEH, and other applicable regulations and resources.

Sets educational standards and goals.

Regularly reviews and updates program procedures and communicates applicable information to staff to ensure program compliance.

Conducts on-site visits, classroom observations, and monitoring.

Ensures strict confidentiality of children, family, and staff information in accordance with established policies and procedures

Ensures integration of content area services for children and families.

Develops and monitors the budget of service areas of responsibility.

Determines and recommends appropriate training needs to meet program goals and objectives; plans and coordinates training with content area quality assurance managers.

Develops and disseminates resources and best practices for the implementation of quality improvement efforts.

Works with professional development and training specialists to develop agency-wide training/technical assistance plans for staff training needs.

Prepares and maintains attendance, activity, planning, accounting, or personnel reports and records for officials and agencies, or direct preparation and maintenance activities.

Attends meetings, training, and professional development activities.

Provides leadership, direction, training, supervision, evaluation, and appropriate disciplinary measures to the Child Development Program staff per the Confederated Tribes of the Goshute Reservation, Personal Policy and Procedures.

Ensure State/Tribal Child Care licensing standards are met and provide additional measures to establish best practices within the Quality Rating and Improvement System (QRIS) standards.

SUPERVISORY RESPONSIBILITIES

Manage ten (10) employees in the Confederated Tribes of the Goshute Reservation, Child Development Program. Is responsible for these employees' overall direction, coordination, and evaluation. Also, directly supervises one or more non-supervisory employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

RESPONSIBILITIES/ACCOUNTABILITIES

The level of responsibility/accountability required to accomplish the essential duties of this job successfully is as follows.

Heavy (Sets work procedures, priorities, levels of responsibility, and objectives.)

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below represent the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATIONAL REQUIREMENT

A bachelor's degree from a four-year college or university in Child Development/Early Childhood, Elementary Education, Family Consumer Science, or a closely related field may be substituted.

EXPERIENCE REQUIREMENTS

An additional five years of related experience is required, with some being in a supervisory/management capacity.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for

publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

COMPUTER SKILLS

To perform this job successfully, an individual should have knowledge of Database software; Human Resource systems; Internet software; Spreadsheet software, and Word Processing software.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid driver's license with a driving history verified through a motor vehicle report that meets requirements for the Tribe's underwriting rating.

OTHER SKILLS AND ABILITIES

Knowledge and understanding of accreditation and state licensing standards.

Ability to manage multiple sites, including program planning, facilities management, and regulatory compliance, is required.

Skill in developing and analyzing strategic plans, operating systems, procedures and controls, budgets, and forecasts.

Skill in implementing management procedures, controls, and budgets.

Skill in developing and executing documents and reports, short- and long-term goals and objectives, and program performance measures.

Skill in managing staff and complex internal relationships; maintaining open communication and effective working relationships.

Skill in providing advice and direction to the subordinate manager, supervisors, and staff.

Skill in the collection, analysis, and evaluation of information to arrive at sound conclusions and recommendations.

Skill in researching, compiling, and preparing reports and related information.

Skill in oral and written communications; making presentations and providing training.

Ability to analyze complex procedures and systems and develop problem-solving strategies.
Ability to supervise and carry out the analysis and preparation of reports and budgets.

Ability to handle highly stressful and sensitive situations in a professional manner.

OTHER QUALIFICATIONS

Knowledge of the principles and practices of educational administration and processes.

Knowledge of Child Development Performance Standards, federal, state, and local laws, codes, regulations, and guidelines governing aspects of tribal operations relative to program responsibilities.

Knowledge of budget and reporting systems, financial controls, program analysis, and performance measures.

Knowledge of quality improvement processes, protocols, changes, and updates.

Knowledge of program operation activities, mission, and client service requirements.

Knowledge of data collection and information processes and systems.

Must meet and maintain pre-employment and periodic background investigation and adjudication for child care.

PHYSICAL DEMANDS

The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform these functions.

WORK ENVIRONMENT

The work environmental characteristics described here represent those encountered by an employee while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these functions.

OBTAIN APPLICATION

Applications can be obtained in person by contacting Phyllis Naranjo, the Tribal Business Council Secretary, at (435) 234-1138 or via email at Phyllis.naranjo@ctgr.us.

SUBMITTAL OF APPLICATION

Applications can be mailed to the following address:

Confederated Tribes of the Goshute Reservation
HC 61, Box 6104
Ibapah, Utah 84034

Or email to phyllis.naranjo.ctgr.us

“The Confederated Tribes of the Goshute Reservation is an equal opportunity provider.”