



Confederated Tribes of the Goshute Reservation
CHILD CARE DEVELOPMENT FUND PROGRAM
6671 S Redwood Rd Suite 101 West Jordan UT 84084
Phone: (801) 883-9103

Position: Ibapah Daycare Manager
Location: Ibapah, UT
Salary: DOE
OPEN: September 21, 2026
CLOSE: Until filled

Position Summary:

The Daycare Manager is responsible for the overall leadership, daily operations, and regulatory compliance of the CTGR Daycare Program. This position ensures the delivery of high-quality early childhood education and care by supervising staff, maintaining licensing standards, supporting curriculum implementation, and fostering a safe, nurturing, and culturally responsive environment for children. The Daycare Manager works closely with the CCDF Program Director, Tribal departments, parents, and community partners to uphold program integrity, strengthen staff performance, and promote the educational, social, cultural, and emotional development of Native children.

Duties and Responsibilities:

Program Leadership & Operations

- Oversee daily operations of the daycare to ensure a safe, clean, organized, and developmentally appropriate learning environment.
- Ensure compliance with Tribal, State, Federal, and CCDF childcare licensing requirements, including health and safety standards.
- Implement and monitor classroom schedules, routines, and curriculum across all age groups.
- Maintain accurate records, reports, attendance logs, incident reports, medication administration forms, and other required documentation.
- Ensure classrooms follow sanitation schedules and maintain proper cleaning procedures for toys, equipment, bedding, and surfaces.
- Monitor child progress, assessments, and documentation to ensure quality early learning practices.

Staff Supervision

- Provide leadership, guidance, and daily supervision to teachers and support staff.
- Conduct staff evaluations, coaching, and performance improvement plans when necessary.
- Support staff in implementing lesson plans, behavior guidance strategies, and individualized learning approaches.
- Coordinate staff schedules, coverage, and time-off requests to maintain required ratios.
- Facilitate staff meetings, professional development, and required training opportunities.
- Promote a positive, collaborative, and culturally respectful work environment.

Family & Community Engagement

- Build and maintain strong relationships with parents, guardians, and families.
- Support teachers in conducting parent-teacher conferences and communicating child progress.
- Address parent concerns professionally and promptly, escalating issues to the Program Director when needed.
- Promote parent involvement in classroom activities, events, and cultural programming.
- Collaborate with Tribal departments, community organizations, and specialists to support children with special needs or additional services.

Child Safety, Well-Being & Compliance

- Ensure all children are always supervised and protected from harm, abuse, or neglect.
- Report suspected child abuse or neglect immediately according to Tribal, State, and Federal regulations.
- Observe children for signs of illness, injury, developmental delays, or emotional concerns; ensure proper reporting and follow-up.
- Implement and monitor behavior plans created by mental health or medical specialists.
- Ensure staff adhere to discipline policies, redirection strategies, and positive guidance practices.

Administrative & Program Support

- Assist the CCDF Program Director with reporting, audits, licensing visits, and compliance reviews.
- Maintain inventory of classroom supplies and equipment; report damaged or missing items.
- Support special events, cultural activities, and family engagement programs.
- Travel for required training, conferences, and professional development.
- Perform additional duties as assigned by the CCDF Program Director.

Skills & Abilities:

- Strong leadership, supervisory, and team-building skills.
- Excellent oral and written communication skills; ability to handle crucial conversations with professionalism and tact.
- High level of dependability, work ethic, confidentiality, accountability, and commitment to program goals.
- Ability to manage multiple tasks in a fast-paced, high-energy environment.
- Knowledge of early childhood education principles, curriculum implementation, and child development.
- Ability to work with children with physical, intellectual, developmental disabilities, and/or special healthcare needs.
- Strong organizational skills and attention to detail.
- Ability to establish and maintain positive relationships with children, families, staff, and community partners.
- Ability to lift up to 50 pounds and meet physical demands of childcare settings.
- Ability to follow supervisory direction respectfully and professionally.

Minimum Requirements:

- Must be at least 18 years of age.
- High School diploma or GED required; early childhood education coursework or certifications preferred.
- Experience in childcare preferred
- Must pass an intensive background check, including criminal history and child abuse registry.
- Must provide a negative TB test.
- Must complete First Aid/CPR, SIDS, Communicable Disease, and Abuse & Neglect training within the first 90 days of employment.
- Must complete required annual childcare training hours per licensing regulations.
- Valid driver's license and dependable transportation preferred.

Applications can be obtained by in-person or by contacting the Tribal Business Council secretary, Phyllis Naranjo at (435) 234-1138 ext. 200. Or at ctgr.us website.

Complete applications can be returned to CTGR Secretary, Phyllis Naranjo at Phyllis.naranjo@ctgr.us