



*Pride of the Ojibwa*

*13394 W Trepania Road*

*Hayward • Wisconsin • 54843*

*Phone (715) 634-8934 • Fax (715) 634-4797 • HR Fax (715) 699-1209*

## **LCO Child Care Center Director**

Posting Date: November 4, 2020  
Closing Date: Open Until Filled  
Salary: Negotiable (D.O.Q.)  
Location: LCO Child Care Center  
Reports to: LCO Tribal Governing Board

### **Position Summary:**

The Child Care Center Director is responsible for day-to-day program management and operations, including personnel administration and supervision of the Early Childcare Program. Facilitates cultural programming and interacts with community programs to promote communication, problem solving and interaction and assures involvement of parents, staff, and Tribal Council. Prepares and coordinates all grant application packages. Responsible for appropriate, accurate reports and record keeping for program operations.

### **Qualifications:**

Minimum Qualifications;

- Must be 21 years of age.
- Must have completed Associate degree in Early Childhood education or childcare or its equivalent as determined by the Wisconsin Department of Public Instruction, or Wisconsin Child Care Administrator Credential.
- Have at least two years' experience as a child care teacher or center director in a group child care center or other approved setting.
- Have completed one of the preservice training requirements in Table 251.05B prior to beginning work as a center director. The center director shall also complete any additional training requirements in Table 251.05B as provided.

<b>Preservice Training</b>	<b>Additional Training</b>
Four courses of credit in early childhood education from an institution of higher education. Up to 2 courses in the Wisconsin Child Care Administrator Credential series may be used to meet the early childhood education requirement if taken prior to beginning work as a center director.	Within 3 years of assuming the position, the Wisconsin Child Care Administrator Credential

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The Wisconsin Program Development Credential	Within 3 years of assuming the position, the Wisconsin Child Care Administrator Credential
The Wisconsin Preschool Credential	Within 3 years of assuming the position, the Wisconsin Child Care Administrator Credential
The Wisconsin Infant-toddler Credential	Within 3 years of assuming the position, the Wisconsin Child Care Administrator Credential
A combination of 4 courses for credit and non-credit department-approved courses in early childhood education. Up to 2 courses in the Wisconsin Child Care Administrator Credential series may be used to meet the early childhood education requirement if taken prior to beginning work as a center director.	Within 3 years of assuming the position, the Wisconsin Child Care Administrator Credential
A certificate from The Registry indicating that the person is preliminary qualified as a director for a center licensed to care or 51 or more children.	Within 3 years of assuming the position, the Wisconsin Child Care Administrator Credential
An associate degree in early childhood education or child care from an institute of higher education.	No additional training required.
A bachelor's degree in early childhood education, education, or child development from an institute of higher education.	No additional training required.
A license issued by the Wisconsin department of public instruction or the appropriate authority in another state to be pre-kindergarten, kindergarten, or early childhood regular or special education teacher. The license may not be a one-year license with stipulations (formerly known as an emergency license): a 3-year, short term substitute license; or a 5-year long-term substitute license, as defined by the Wisconsin department of public instruction.	No additional training required.

- Associates, Bachelors or Masters Degree in Social Services with Early Childhood Education.
- Must have at least two (2) years of experience as a Child Care teacher or center director in a licensed Child Care Center or other approved setting as described in CF 251.05 (5) (c).
- Must have demonstrated skills and abilities in a management capacity relevant to Human Services Program Management.
- At least three (3) years' experience in fiscal management and administration. Familiar with the revised Head Start Program performance standards, pertinent federal, state, Tribal, city and other necessary laws, rules, regulations and guidelines.
- Must be willing to travel and attend relevant training seminars.

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- Excellent ability to plan, organize and schedule priorities efficiently and effectively.
- Excellent leadership/management skills.
- Excellent verbal and written communication skills.
- Must be able to successfully pass a background check(s).
- Must adhere to strict confidentiality in all matters and must sign a confidentiality statement prior to employment.
- A certificate from The Registry indicating the person is on Registry Level 12 or above.
- Must be able to pass a pre-employment drug screen.

**Duties and Responsibilities:**

- Supervise daily operations including teachers, classrooms, scheduling and breaks.
- Maintain state licensing regulations keeping in compliance with licensing agency.
- Partner with parents to provide a shared plan for the best care possible for their child/children.
- Cultivate positive relationships with families, teachers, state licensing authorities, tribal governing board and community members.
- Serve in various roles throughout the center as needed including teachers, cook or maintenance.
- Conduct daily center walks at the start of each day to greet parents, children and staff. Check the center for cleanliness and maintenance needs.
- Conduct bi-weekly observations with a coaching plan for each classroom and lead teacher.
- Problem solve and address all issues that arise within the center.
- Ensure that all policies and procedures are followed and promoted.
- Look for opportunities to engage with other tribal entities with shared objectives in providing excellence in supporting families.
- Cultivate Ojibwe language. Support staff through coaching and mentorship to improve their ability to speak and read Ojibwe to children

**Application Procedure:**

Submit a completed LCO Employment Application and Authorization to Release Information, resume, at least three (3) personal reference letters, licenses, and any other supportive documents. Resume should be type written, indicating personal information related to the position for which applicant is applying for and should include education, experience, professional and/or community involvement. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

**MAIL, FAX OR EMAIL ALL INFORMATION TO:**

**Lac Courte Oreilles Tribal Government**

**Attn: Human Resource Department**

**13394 W Trepania Road**

**Hayward, WI 54843**

**Fax (715)634-4797**

**HR Fax (715)699-1209**

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*Tribal Preference will apply to qualified applicants in accordance with the Lac Courte  
Oreilles Policies & Procedures Manual.*