 POSITION TITLE: Childcare Coordinator  
CLASSIFICATION: Full-Time, Non-Exempt, Regular/Permanent  
DEPARTMENT: Education & Language  
SUPERVISOR: Education Director  
SALARY RANGE: $18.00 -- $20.00/hrly. DOE  
OPENING DATE: August 14, 2023

Position Summary
Under the general direction of the Education Director, the Childcare Coordinator will plan, coordinate, implement and administer safe childcare services for children that range in age from 6-months to 12 years. This position requires oversight of the childcare program and Child Care Development Block Grant. The Childcare Coordinator will develop an appropriate and effective childcare program that supports Keres Language acquisition in the Language Nest. In addition to the Language Nest, childcare services may expand services to meet the needs of our underserved population. As Coordinator, you must ensure that childcare programming is operating in accordance with the minimum standards of the Child Care Development Fund regulations and Pueblo de Cochiti guidelines.

Minimum Qualifications
- High School Diploma or GED
- Ability to speak and understand the Keres Language beginning to moderately and/or willing to learn
- Basic IT and computer skills
- Must be able to work various schedules and extended work hours
- Must be able to successfully pass a pre-employment drug/alcohol screen and adhere to the Drug-Free workplace policy.
- Must be able to successfully pass a background investigation which includes a motor vehicle check.
- Must possess and maintain a valid New Mexico driver’s license and be insurable under the Pueblo’s insurance provider.
- Certified in First Aid & CPR, or become certified within 60-days of employment.
- Covid-19 vaccination required. Reasonable accommodation considered

Preferred Qualifications
- Two-years of supervisory experience and or two-years of college education in a closely related field.
- Associates Degree in Early Childhood Education plus experience as a Director or Assistant Director in a childcare facility

Essential Duties & Responsibilities
- Prepare and submit the multiyear plan for the Child Care Development Fund (CCDF) childcare grant.
- Administers fiduciary responsibilities such as preparing budgets with justification, creating and implementing the use of a cuff account, recording and tracking expenses while maintaining accountability of appropriate expenditures of funds, creating purchase requisitions and payment requests.
• Seeks additional funding for continuation and expansion of program services. Preparing, writing, and submitting grant applications, along with reporting and responding to inquiries.
• Hire, train, and supervise professional, interns, and volunteers through the Language Nest that are established and implemented in accordance with the administrative guidelines under the Office of Administration for Children and Families; Child Care Development Fund.
• Build capacity, may establish additional program services that meet the needs of children before/after school and summer programming.
• Coordinates services and ensures compliance with all applicable licensing, regulatory and accreditation requirements.
• Works effectively and collaboratively with childcare providers to establish an effective curriculum.
• Provides professional support to child care staff.
• Completes and submits end of the year and annual reports, including but not limited to: Child count Declaration, Yearly Supplemental Child Care Narrative, and Child Care plan and report.
• Established and implements regular business hours along with employee scheduling. Providing flexibility in schedule to ensure all children have been picked up from the center.
• Ensures the facility is safe and well maintained. Reporting and requesting assistance for any inefficiencies or damage.
• Implement facility and equipment inspection on a regular basis to ensure safety and sanitization standards are met.
• Maintains daily health and safety routines to ensure compliance of established policies and procedures including but not limited to participants meals, rest periods, exercise, activities, restroom breaks, diaper changes, and hygiene.
• Establishing a proper protocol for determining the eligibility of services, including proper maintenance of child records or files in a confidential manner.
• Develops and implements parent partnerships which include workshops, family enrichment services, parent engagement activities, newsletters and may include other support activities.
• Seeks professional development and training for staff and parents. Area of development may include early childhood education, curriculum development, health and safety, language and culture, classroom management, evaluation of assessments, outreach, teaching/learning styles, at risk children and other areas.
• Collaborate with tribal departments and other agencies to ensure clients and families have access to additional resources/services through the referral process or by providing appropriate contact information and follow-up.
• Adheres to and complies with child abuse and neglect reporting requirements of the Child Abuse and Treatment Act (CAPTA).
• Participated in short-term and long-term programming.
• Attend and participate in training, meetings, or workshops hosted by CYFD, ECECD, Office of the Administration for Children and Families and/or other tribal, state or federal agencies.
• Required to drive and may be required to transport students/clients.
• Performs other duties as required.

Knowledge, Abilities, Skills, and Certifications

• Knowledge of a traditional form of government including Pueblo customs and traditions.
• Knowledge of the unique governmental structure and organization within Pueblo de Cochiti.
• Knowledge of records management procedures and basic accounting procedures.
• Knowledge of one-on-one and/or group facilitation of meetings, tutoring, trainings, etc.
• Knowledge of Child Care Development Fund Health and Safety requirements and CCDF Final Rule.
• Ability to represent Pueblo de Cochiti professionally at all times.
• Ability to understand organizational structure, functions, policies and procedures including the chain-of-command for program effectiveness.
• Ability to demonstrate moral character, honesty, tact, and fairness.
• Ability to maintain a high level of confidentiality (Privacy Laws, FERPA, and other rules/regulations)
• Ability to work independently and/or part of a team, problem-solve, and make appropriate decisions.
• Ability to define problems, collect data, establish facts and draw valid conclusions.
• Ability to multi-task and meet deadlines.
• Ability to understand and use effective oral and written communication, including but not limited to public speaking.
• Ability to interact and maintain a positive working relationship with stakeholders, services providers, and other individuals of various social and cultural backgrounds in and outside of this community.
• Ability to maintain professional conduct when working with parents/guardians and community members.
• Ability to treat each child, parent/guardian, employee, staff, supervisory, leadership with dignity and respect.
• Ability to obtain a Food Handlers Certification.
• Ability to work in the outdoor in extreme weather conditions when necessary.
• Skills in operating Microsoft Office and other database systems.
• Willingness and capacity to learn new skills.

Physical Demands
The physical demands described are those that must be met by the employee to successfully perform the essential duties and responsibilities of this job. Employee regularly required to walk and stand; use hands to fingers, handle, or feel; reach with hands and arms; talk and hear. The employee is occasionally required to climb ladders to reach high shelves, squat to reach low shelves or balance; stoop, kneel, crouch, or crawl. The employee is required to work with a computer/laptop, audio and video equipment and will be keyboarding to input data. The employee must occasionally lift and/or move up to 40 lbs.

Working Environment
Work is generally performed in a childcare setting with moderate to higher noise levels. There is frequent interaction with children, parents, community members, the public and employees. May be required to work outdoors with moderate noise level. Travel is required for meetings, trainings, conferences, and other events. Evening and/or weekend work may be required.

CLOSING DATE: Open Until Filled

TO APPLY:
Submit a completed tribal application, cover letter, and resume to Pueblo de Cochiti at marsha.chavez@cochiti.org or PO Box 255, Cochiti Pueblo, NM  87072. For consideration, application must be submitted before the closing date at 5 p.m. For other job inquires, contact (505) 629-4284.

It is the policy of Pueblo de Cochiti to give preference to Cochiti enrolled tribal members