



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: Child & Family Development Center Administrator (FT- Family Services Department)

Summary: The Administrator position is responsible for the operation and administration of the Child and Family Development Center. Position responsibilities include; organization, supervision, development, implementation, coordination, and evaluation of all center programming. The Administrator is the key member of management that coordinates and supports the mission and values of the program utilizing NAEYC's Code of Ethical Conduct. The Administrator will be required to sustain a high-quality child care program that values partnerships between families and staff. The Administrator creates an open and honest working environment that inspires professionalism, rewards creative, and innovative teaching. This position will work collaboratively to lead and nurture members of the staff, and communicate effectively with parents, Tribal leadership, and members of the community/parent board.

Employment Qualifications: A qualified candidate offers:

- Master's degree from an accredited college or university in Early Childhood Education - official transcripts required.
- Must possess and maintain a full valid, current, and unexpired CPR & First Aid certification for infant through adult ages.
- Documentation of 3 years supervisory experience in Early Childhood Education.
- Documentation of experience in teaching and/or providing educational services with children and families birth to 12.
- A strong work history of developing and implementing programs and services.
- Valid driver's license throughout employment and be insurable under organizational policy.
- Strong computer skills with experience in word processing, databases, and spreadsheets
- Must pass extensive background investigation resulting in suitability for employment determination consistent with CFR 25 Part 63-Indian Child Protection and Family Violence Prevention

Indian Preference applies in accordance with Ordinance #15-600-02

Pay Grade: E5

Rate: \$49,672 - \$65,871

Status: Exempt/bi-weekly

Application instructions and conditions of employment continued on page 2

Child & Family Development Center Administrator – Pg. 2

Application Instructions:

Obtain an application form and a copy of the position description on the Tribe's website www.lrboi-nsn.gov or by contacting Human Resources at:

*LRBOI HR Department, 2608 Government Center Dr, Manistee, MI 49660
phone: (231) 398-6859; Email: jobs@lrboi-nsn.gov;*

*To apply, please submit completed application, cover letter and resume, no later than 5 p.m. on **November 1, 2016**, to:*

*LRBOI HR Department, 2608 Government Center Dr, Manistee, MI 49660
fax: (231) 398-9101; Email: jobs@lrboi-nsn.gov*

Applications submitted after deadline will not be considered.

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes, passing a pre-employment drug test and extensive background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy, and successfully completing a ninety (90) day introductory period. Candidates for this position will be required to have dependable transportation available to them without notice.

Posted – 10/18//2016

Remove – 11/01/2016