

Wabanung Campus
770 N. Main St
L'Anse, MI 49946
Phone: (906) 524-8400
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Arts & Agriculture Center
15211 Pelkie Rd
Pelkie, MI 49958
Phone: (906) 524-8903
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***KBOCC Mission Statement:** As a tribal land grant institution, Keweenaw Bay Ojibwa Community College supports and uplifts all learners to achieve their goals through holistic education, while promoting Anishinaabe culture, language, and lifeways.*

JOB DESCRIPTION

POSITION: OELC Childcare Coordinator (Full-Time)

DEPARTMENT: Ojibwa Early Learning Center (OELC)

SUPERVISORY CONTROL: KBOCC College President

SALARY: Grade 12 (\$19.29 to \$28.95 per hour)

LOCATION: OELC Childcare Center
615 N. Main St., L'Anse, MI 49946

SUMMARY:

The Childcare Coordinator is responsible for the planning, coordination, and implementation of a daycare environment that is conducive to learning through play and beneficial to the physical, social, and emotional development of babies and young children, with an emphasis on language development and emerging literacy skills.

MINIMUM QUALIFICATIONS:

- An Associate's Degree in Early Childhood Education or a related field is required
- Must have and maintain current CPR, AED, and first aid certification
- Must have at least one year of experience with children under the age of 5 in a classroom and/or daycare setting
- Knowledge of Individual Education Plans and Family Service Plans
- Ability to manage a budget
- Ability to oversee employee scheduling and training
- Ability to coordinate center functions
- Strong organizational, communication, and computer literacy skills
- Must possess a current and valid state driver's license
- Must be able to lift 50 lbs., bend at the waist, and stand for long periods of time

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Ensure consistent compliance with local, state, and federal childcare laws as applicable
- Provide reliable, accurate, and timely information regarding childcare services to interested parties
- Accept and manage payments for services

- Maintain confidential, detailed, and accurate records of program services and enrollee information
- Oversee operations policies and procedures
- Maintain high quality childcare standards based on developmentally appropriate practices
- Provide appropriate childcare services and activities for children in art, music, literature, culture, and play
- Promote the healthy emotional, physical, intellectual, and social development of each child
- Confer with parents regarding facility activities and policies
- Develop and adhere to a center budget
- Oversee the scheduling, training, and professional development of all OELC employees
- Communicate with families on a regular basis via phone calls, emails, newsletters, and conferences
- Oversee the upkeep and cleanliness of the center to include equipment and materials
- Help children establish good habits in nutrition, table manners, toileting, and cleanliness
- Maintain a neat and professional appearance
- Uphold expected work attendance
- Work with other staff members in a professional and cooperative manner
- Complete all annual training and professional development hours as required by Michigan and Federal Laws
- Attend training events as directed
- Other duties as assigned by supervisor

PRE-EMPLOYMENT TEST:

Employment is contingent upon the satisfactory result of a Security Background Check, DHS Clearance, pre-employment drug testing and pre-employment physical.

Minimum standards of character: Must not have been found guilty of, or entered a plea of nolo contendere or guilty to, any felonious offense or 2 or more misdemeanor offenses involving (under federal, state, or tribal law; violations from other states will be interpreted according to the Michigan Penal Code):

- Crimes of violence
- Sexual assault
- Exploitation
- Contact with or prostitution
- Crimes against persons
- Offenses committed against children
- Child abuse or neglect
- Molestation

INDIAN PREFERENCE:

Preference will be given to qualified individuals of Native American descent.

VETERAN PREFERENCE:

Preference will be given to qualified veterans (DD214 required).

APPLICATION PROCEDURE: Submit an official KBOCC application, cover letter, resume, three current letters of reference, and official transcripts/certifications to:

Keweenaw Bay Ojibwa Community College
Attn: Human Resources
770 N. Main St.
L'Anse, MI 49946

Or via email to: hr@kbocc.com

Closing Date: Advertised internally until September 15, 2024. Open until filled.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level difficult.