

Karuk

Development
Community Corporation

Vacancy Announcement

The Karuk Tribe is now accepting applications for the position of:

Title: Head Start Director

Reports To: Economic Developer/Operations Manager

Location: Happy Camp and Yreka

Salary: \$48,000 to \$60,000

Summary: The Head Start Director is responsible for ensuring compliance with the Head Start Program Performance Standards and other federal, state, and local regulations. The Director has the overall responsibility for coordinating and directing all Karuk Head Start program and administrative services including but not limited to the following: program planning, development, management, and operations; self-evaluation; community needs assessment; parent surveys; oversight of each center classroom; curriculum activities; required documentation and tracking systems; community collaborations. The Director is also responsible for communications and working in coordination with parents, the Parent Policy Council, KCDC staff and Board of Directors, and the Karuk Tribal Council as required.

Classification: Full-Time, Exempt, Non-Entry Level

Applications are available at all Tribal Offices or on the Internet at www.karuk.us/jobs/
If selected, applicants must successfully pass a drug screening test and be willing to submit to a criminal background check. The Karuk Tribe's **(TERO) Preference, Drug & Alcohol Policy.**

Individuals interested in applying for this position must submit an employment application to the Happy Camp Human Resources Office, **Opened Until Filed.**

Please mail employment applications to Karuk Tribe, PO Box 1016, Happy Camp, CA 96039, ATTN: Human Resource Director; fax them to (530) 493-1611; or email to dlbernal@karuk.us by the deadline listed.

POSITION DESCRIPTION

Title: Head Start Director

Reports To: Economic Developer/Operations Manager

Supervises: Deputy Director and Yreka Center Staff

Location: Happy Camp and Yreka

Salary: \$48,000 to \$60,000

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Responsibilities:

1. Shall provide oversight for both centers and ensure compliance in all areas according to the Head Start Program Performance Standards and applicable federal, state, and county regulations. Compliance reports and information shall be presented and/or submitted to all entities as required and in a timely manner.
2. Shall work with Head Start Deputy Director and KCDC staff to determine resource and financial requirements, including but not limited to, day-to-day expenses, wages/salaries, staff training, and curriculum for successful operation of the Karuk Head Start Program.
3. Shall work with Head Start staff to ensure Head Start centers operate within program guidelines, meet the educational needs of children enrolled in the program, and successfully involve parents/guardians in activities that support their children in the areas of education and early childhood development, safety, nutrition, mental health, and family and community partnerships.
4. Communicates with Deputy Director, teaching staff, parents/guardians, and community partners to assist and ensure family and community partnership goals and the needs of children and families and the Karuk Head Start Program are being addressed.

5. Participates as needed, in the Individualized Education Plans (IEP) and process, along with specialists, teaching staff, and parents/guardians. Maintains current information and updated disability services for children and assists as needed, with successful transition to their next level of education
6. Shall coordinate Training/Technical Assistance (T/TA) through the Office of Head Start to foster shared decision-making and a clear understanding of program governance responsibilities as they relate to Policy Council, Tribal Council, KCDC Board and staff, to ensure compliance according to the Head Start Program Performance Standards and to support the Head Start Program.
7. Shall monitor budget, approve, and forward all Head Start expenses to the KCDC fiscal department and submit monthly or quarterly reports as requested.
8. Shall provide opportunities for cross training of Karuk Head Start program positions, identify relevant staff development resources/conferences/workshops/training and make arrangements for program staff to participate as is prudent.
9. Shall be available for job related local and out of the area travel as required. Shall participate in and attend workshops/training/conferences and other work related opportunities for professional growth that support understanding of Karuk Head Start program management, requirements, regulations and best practices. Shall attend KCDC board and Tribal Council meetings and other functions as requested.
10. Communicates regularly with all staff regarding behavior and learning challenges. Provides recommendations of models for behavior modification through positive learning experiences and consequences, and other resources as needed.
11. Shall be responsible for Program Information Report, On-Site Federal Review, Grants Management Reports, monthly KCDC Reports, Audits, electronic data collection reports and all other required programmatic reports.
12. Shall seek additional funding specific to Head Start, early childhood education, or school readiness to supplement the Head Start program and ensure quality education and training for children, parents, and staff.
13. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

Qualifications:

1. Cultural Competency: Ability to work effectively with Native American people in culturally diverse environments and knowledge of the Karuk culture.
2. Professionalism: Is aware of the potential impact of own attitudes and behaviors and makes appropriate adjustments to assure that communication and services are purposeful and appropriate. Demonstrates respect, honesty, integrity, and fairness to all. Follows policies and procedures, and is knowledgeable of the Head Start Program Performance Standards.
3. Teamwork: Strives to be “solution-focused” and presents recommendations that best meet the needs of Karuk Head Start children, parents, staff, KCDC, the Tribe, and the community. Maintains constructive team relationships, coordinates effective goals and identifies/plans ways to successfully work together. Demonstrates flexibility and adaptability to change.

4. Program Support: Supports, cooperates and assists to meet the goals of all components of the Karuk Head Start Program in accordance with the Head Start Program Performance Standards. Establishes and maintains an effective working relationship with Head Start and KCDC staff.
5. Professional Development: Participates in ongoing professional development/training/meetings as determined in coordination with the KCDC ED/OM and/or Board.

Requirements:

1. Preferred Bachelor's degree in Early Childhood Education, Child Development, or related field **OR** Associates Degree in Early Childhood Education with a minimum of five years pre-school management experience which demonstrates the required knowledge, skills, and abilities of management and administrative work in a Head Start or similar program.
2. Knowledge of Head Start Program Performance Standards, an understanding of Head Start philosophy, and the ability to implement its principle of shared authority and decision-making.
3. Experience in program management, including program planning, operations and evaluation, and the use of management information systems.
4. Knowledge of the Karuk Culture or experience working with Native American people.
5. Strong supervisory skills, oral and written communication skills, experience in writing grants or the ability to learn computerized grant application.
6. Valid driver's license, good driving record, and be insurable by KCDC's carrier.
7. Must maintain confidentiality, adhere to the Karuk Tribe Personnel Policy and must sign the Karuk Head Start Employee Conduct and Confidentiality document.
8. Must submit to a TB test and medical examination and periodic re-examination as required by a Health Care Professional. 1304.53 (j)(i) and successfully pass a pre-employment drug screening test and a fingerprint criminal background check.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

KCDC Approved: _____ 12/9/2016

Council Approved: _____ 1/7/2016

Policy Council Approved: _____ 11/23/2016

Chairman's Signature: _____

Employee's Signature: _____