

Head Start Director

Reports to: Karuk Community Development Corporation (KCDC) Board

Supervises: Head Start Component Coordinators and Head Start Teacher/Center Supervisors

Location: Happy Camp/Yreka

Salary: \$35,000 to \$47,500 DOE

Summary: Under the direct supervision of the Executive Director and general Supervision of the Tribal Council and the Karuk Community Development Corporation Board and Policy Council, shall manage the Head Start/ Early Childhood Education Program for the Karuk Tribe. The Director plans, organizes and monitors program operations, functions, activities, services and staff. The Director is responsible for program planning, program development, self evaluation, and ongoing community relations and oversight of each center classroom, curriculum activities, educational opportunities, and documentation and tracking systems. The Director is responsible for working with other managers within the Karuk Tribe of California such as KCDC Finance Officer, TERO, Human Resources, and others as necessary.

1) What are your typical job responsibilities?

Oversight of program – staffing, parent communication-resources

2) How do you *really* spend your day?

Taking care of priorities to the programs

3) How do you organize your day to ensure you get everything done?

Prioritize lists

4) What education/career paths lead you to this position? Were there any life changes that guided your way to this position (ex; closing of the mill, desire not to leave area, family)?

Education-AA in Early Childhood Education, BA in Liberal Arts, K-12 Teaching Credential. I moved to this area.

5) Uppers; what is the thing that you love most about your job?

Working with staff/empowering employees/parents

6) Downers; what is the thing that you love least about your job?

Having to restate the obvious – paperwork.

7) What inspires, excites, and/or motivates you in your job?

Observable growth in staff and children/families.

8) What does your average work week schedule look like (ex; hours worked, meetings, appointments, traveling, etc.)?

My average work week is Monday through Friday (sometimes weekends). Hours range is 40-50 per week. Meetings average 4-5 per month.

9) How do you relieve stress?

Pray and listen to music.

10) Does your job include a lot of traveling? Do you enjoy it?

Ebb and flow of conference times. I enjoy travel very much.

11) What advice would you give to someone interested in this line of work?

Be prepared to handle everything.

12) What does a *typical day in your world* look like?

Check in with staff- address everything that is current- act on issues requiring immediate response.

Support staff, confer with Deputy Director, deal with governance, contact and deal with program related issues.

Return phone contacts and email. Create flyers.