

## **Position Description**

- Title:** 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, depending on experience

**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.

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

### **Responsibilities:**

1. Shall develop the annual Head Start Delivery Service Plans, project proposals and budget estimates.
2. Shall determine resource and financial requirements for operation and evaluation of Head Start operations at each individual center, including but not limited to salary, expenses, training and technical assistance (T/TA).
3. Shall determine the need for and estimate costs of facilities maintenance, and work with Fiscal ad Resource Development Department/Compliance Office to finalize proposals.
4. Shall assure that approved plans are implemented in a timely manner and keeping with grantor agency stipulations, County, State Federal, and KTOC/KCDC policies.
5. Shall monitor site performance and program achievement.
6. Shall ensure Head Start Program Performance Standards are in compliance.
7. Shall assure that Head Start sites are in compliance with County, State and Federal regulations by use of activity reports, self –assessment, and on site visits.
8. Shall assure Head Start sites operate within program guidelines, meet education needs of the children enrolled in the program, and successfully involve parents/guardians in the local project design.
9. Shall provide for a comprehensive service program including improvement of the child’s social emotional well-being, family wellness and staff development.

10. Shall act as a liaison between Head Start and work closely with the school district personnel in the service areas for the transition of children to the next level of education and children identified with special needs.
11. Shall serve as a liaison to the health community both public and private agencies and groups that serve health needs and special needs of children and families
12. Communicates with teaching staff to assist and assure family goals are being addressed and meet regularly with the Head Start Center Staff or as needed.
13. Participates in the Individualized Education Plans along with the specialists, teaching staff and parents.
14. Shall attend workshops, conferences, and meetings to instruct/provide program information, interpret regulations and to remain current in best practice for children and updated disability services for children; act as a liaison between KTOC/KCDC sites and Federal or State funding agencies in resolving conflicts and facilitating operations.
15. Shall foster shared decision-making and work closely with the Policy Council and Tribal Council/KCDC to support and provide opportunities for understanding of the overall organization, operations and trainings.
16. Shall review, approve, and forward all Head Start expenses to the Finance Department ; complete special studies and projects for the Karuk Tribal Council/KCDC and Policy Council, and submit monthly or quarterly reports, or as requested.
17. Shall be responsible for identifying appropriate resources to be used in training of Head Start site staff.
18. Shall be participate in workshops/training/conferences and/or arrangement of training for center staff.
19. Assists in and cross trains in the design, development and delivery of in-service training and orientation for teachers.
20. Communicates regularly with teaching staff regarding behavior and learning challenges. Provides recommendations of models for behavior modification through positive learning experiences and consequences.
21. Shall conduct a comprehensive community needs assessment with the Deputy Director once every three years.
22. Shall carry out other Head Start rules and regulations and work in conjunction with the Resource Development Department and other organizations to promote a greater degree of competence.
23. Shall be responsible for Program Information Report, On-Site Federal Review, Grant Management Reports, Tribal Council Reports, Audits and other mandated program reports as required.
24. Shall be available local and out of area travel as required for job related training. Will attend all required/mandatory meetings and functions as requested.
25. Shall seek funding through grants specific to early childhood education and other collaborative agencies to ensure quality education and training for the Head Start Program.
26. Other job related duties as assigned.

**Qualifications:**

1. Have the ability to work effectively with Native American people in culturally diverse environments.
2. Have effective time management skills and work under stressful conditions with an even temperament.
3. Have the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Have the ability to understand and follow oral and written instructions.

**Requirements:**

1. Must possess a Bachelor or Master's Degree in Education or related field with studies in early childhood and family development **OR** three years experience which demonstrates the required knowledge, skills, and abilities of management and administrative work **OR** be working toward a qualified degree **OR** Johnson and Johnson Management Certificate.
2. Must have three years experience working in the Head Start Program or other related field with children ages 3 to 5.
3. Must have three years experience working in administration of a child Development program.
4. Must have substantial and current knowledge of Head Start Performance Standards and strong supervisory skills.
5. Must have knowledge of the Karuk Culture and strong oral and written communication skills.
6. Must have knowledge of current developmentally appropriate practice for working with children and families.
7. Must have skills in writing grants or the ability to learn computerized grant application.
8. Must possess valid driver's license, good driving record, and be insurable by the KCDC insurance carrier.
9. Must submit to an initial TB test and medical examination and periodic re-examination as recommended by Health Care Professional. 1304.52 (j)(i).
10. Must successfully pass a pre-employment drug screening test and a fingerprint criminal background check.
11. Must sign the Karuk Head Start Employee Conduct and Confidentiality document.
12. Must possess a High School Diploma or equivalent.

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

**Council/KCDC Approved:** September 2008

**Policy Council Approved:** September 2008

**Chairman's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_