

NORTHERN CHEYENNE TRIBE

POSITION DESCRIPTION

JULY 2018

POSITION: Director

SALARY: D.O.E.

DEPARTMENT: Head Start Program

ACCOUNTABLE TO: Tribal Administrator

OPENS: AUGUST 1ST 2018

CLOSES: AUGUST 15TH 2018

HOW TO APPLY: Submit a completed application, Resume, three (3) letters of recommendation, Valid Driver's License copy, background check, current driving record from the Montana State Driver's License Bureau, diploma or college transcripts, training certificates, DD-214 Military Service Record (if claiming veteran's preference), a Certificate of Indian Blood or Tribal Identification Copy (if claiming Tribal Preference) to the Human Resources Office, P.O. Box 128, Lame Deer, MT 59043.

SUMMARY OF WORK: Has full responsibility for planning, development, fund raising, directing, evaluations and community relations, and administering the Head Start program on the Northern Cheyenne Reservation. Works with the Policy Council.

JOB CHARACTERISTICS:

NATURE OF WORK: This position performs administrative and supervisory duties that require leadership, planning, and advocacy of the program. Position requires some travel to meetings, conferences, and workshops. Deals with sensitive information and maintains confidentiality. Position must be able to fund raise and secure grants.

PERSONAL CONTACTS: Extensive contact with the public, Head Start staff, and tribal administration. Infrequent contact with the Parent Policy Council, the Tribal Council and state and federal officials.

SUPERVISION RECEIVED: Tribal Administrator has the daily supervision of the Head Start Director.

SUPERVISION EXERCISED: Directly supervises all Head Start personnel and directly supervises multiple program employees.

ESSENTIAL FUNCTIONS: Directing the Head Start program requires the ability to communicate, exercise good judgment, make decisions, secure grants, calculate, coordinate projects, supervise employees and effectively manage program budgets and operations.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

Prepares refunding proposals. Proposes and initiates new projects.

Plans and implements all components of the Head Start program. Develops, coordinates an administrative organization plan, and delegates task to staff to carry out the plan.

Supervises all Head Start personnel. Conducts regular and timely staff meetings. Develops and maintains clear cut lines and authority and channels of communication. Develops personnel and grievance policies for submission to and approval by the Parent Policy Council and governing body. Assigns, develops, trains, supervises, and evaluates program staff and their work. Reviews and makes recommendations on personnel action such as employment, retention, promotion and termination. Establishes Child Development Associate (CDA) and other career developmental opportunities for parents and staff. Develops and implements in-service training and technical assistance plans.

Serves as an advocate for the Head Start program. Promotes good public relations by serving on boards, committees, and participating in community activities.

Works closely with the Parent Policy Council to ensure organization, training and effective operation.

Utilizes evaluation data to report progress about program goals.

Studies policies, methods, and procedures and modifies or makes recommendations for modification as is necessary for the proper functioning of the program.

Works closely with the federal regional staff and tribal administration to ensure effective delivery of service.

Coordinates efforts to ensure that the program meets its in-kind and volunteer requirements.

Coordinates the development of the Community and self needs assessment. Administrative Work Plan and an internal monitoring procedure to ensure achievement of Head Start goals.

To ensure effective delivery of services and compliance with federal and other applicable regulations and requirements related to the Improving Head Start for School Readiness Act of 2007.

Provides accurate and timely budget reports to the Tribal Council, Policy Council and supervisor to ensure all Head Start funds are expended in accordance with grant awards. (With the main Head Start grant no or very minimal unobligated grant funding returned to federal government.)

Performs other related duties as required.

JOB REQUIREMENTS:

KNOWLEDGE: This position requires a thorough knowledge of management, administration, human resources management, and public relations: child development: personnel and fiscal: and low income family problems and issues. Working knowledge of tribal policies and procedures, federal and state regulations is required. Knowledge of the Child Welfare Act, Americans with Disabilities Act, and various public laws that pertain to the Head Start Program.

SKILLS: This position requires skills in communicating, grant writing, fund raising, and public relations. Skill in using a calculator, typewriter, word processor, copy machine, and general office equipment.

ABILITIES: This position requires the ability to: supervise, secure and administer grant funds: initiate programs: have an understanding of children: have compassion and patience: travel as needed: project a positive image of the Head Start Program: be professional: communicate effectively Orally and in writing: follow verbal and written instructions: establish effective working relationships with fellow employees, supervisors and the public.

EDUCATION AND EXPERIENCE: The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

Bachelor's Degree in Early Childhood Education or related field.

Minimum of two years related experience in a supervisory capacity.

Experience with budgets.

JOB PERFORMANCE STANDARD:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to the following:

- Performs assigned duties
- Keeps Tribal and Policy Council updated on Head Start Program budgets. Limited carryover funding.
- Makes accurate reports to the Tribal Council. Placed on Council Agendas.
- Effectively plans, directs, promotes, and administers Head Start Program operations and fiscal management.
- Effectively supervises employees.
- Adheres to standards of confidentiality.
- Demonstrates knowledge of Head Start Federal and State guidelines.
- Effectively secures grants.
- Ensures program meets all requirements.
- Maintains open communication with Parent Policy Council.
- Shows understanding and compassion for the children.
- Maintains accurate and timely records.
- Prepares and submits accurate and timely reports.
- Effectively promotes good public relations.
- Deals tactfully and courteously with the public.
- Observes work hours.

- Demonstrates punctuality.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.
- Ensures that program meets all tribal administrative requirements and all federal funding source requirements.