

NORTHERN CHEYENNE TRIBE
*****JOB ADVERTISEMENT*****
HEAD START PROGRAM

POSITION: Education Manager Assistant

SALARY: \$ 9.88 p/h

SUPERVISOR: Education Manager

OPENING DATE: 11/26/18

CLOSING DATE: 12/4/18

HOW TO APPLY: Submit the following documents

- 1) A current NCT application.
- 2) Copy of Photo ID and Social Security Card.
- 3) A copy of High School Diploma or GED is required.
- 4) Copy of current proof of a physical examination, TB Test and Hepatitis B vaccination and Immunization form.
- 5) Must sign a notarized release of information for background check and submit a \$10.00 money order for NC Tribal Court to Head Start.
- 6) Drug testing and fingerprinting required upon hire.

Please turn completed application into N.C. Tribe Human Resource Director.

Do not turn application and documents into the Head Start Office.

Incomplete applications will not be considered.

SUMMARY OF WORK:

Provides administrative assistance to the Education Manager for services as outlined in the Head Start Performance Standards under the Education and Child Development Program Services. Set-up and maintain a teaching resource center. Will be responsible for monitoring and ordering classroom supplies.

JOB REQUIREMENTS:

Knowledge: This position requires knowledge of efficient filing practices. It further requires a willingness to learn specific needs of the Head Start education files. Knowledge of the Head Start Performance Standards; Education and Child Development Program Services area.

Skills: This position requires knowledge and skills in using a computer, with Microsoft Windows software, Microsoft Word and Excel, calculator, typewriter, copier, fax machine and filing. Knowledge and ability to use electronic e-mail for communication.

Abilities: This position requires the ability to: maintain a positive approach and dignity of program and to keep focus that we are here for the children and their families; the position requires the ability to follow policies and procedures, understand the needs of the teaching staff, make quick and accurate decisions, handle stress, supervise records, maintain confidentiality,

communicate effectively orally and in writing, follow verbal and written instructions, establishes effective working relationship 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:

- High School diploma or GED Certificate
- College coursework in related preferred field.
- Classroom experience (minimum of 1 year).
- Computer experience (minimum of 1 year).
- Experience working with children.