

Vacancy Announcement

(Internal Posting)

Title: Karuk Head Start Director

Reports To: KCDC Executive Director

Location: Happy Camp and Yreka

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

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

Summary: The Head Start Director is responsible for ensuring compliance with the Head Start Program Performance Standards and other federal, state, and local applicable regulations. The Director has the overall responsibility for coordinating and directing all Karuk Head Start program and administrative services including the following: Education Specialist, Mental Health Specialist, Disabilities Specialist, program planning and development, management, and operations; yearly staff evaluations and professional development; Karuk Head Start Grant; parent and staff surveys; oversight of each center classroom; curriculum activities; required database reports and documentation, tracking system and monthly reports; community collaborations. The Director is also responsible for communicating and working in coordination with Parent Committees, Policy Council, KCDC staff and Board of Directors, and the Karuk Tribal Council as required.

Application Deadline: May 11, 2020 by 5:00 pm

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

Job descriptions are available online at: www.karuk.us or by contacting the Human Resource Department, Telephone (530) 493-1600 x 2041, Fax: (855) 437-7888, Email: vsimmons@karuk.us

POSITION DESCRIPTION

Title: Karuk Head Start Director

Reports To: KCDC Executive Director

Supervises: Karuk Head Start Staff

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Responsibilities:

1. Shall provide oversight for both Yreka and Happy Camp 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 the Karuk Head Start Family Advocate (FA), Karuk Head Start Health, Nutrition, Transportation Coordinator (HNT) and KCDC staff to determine resource and financial requirements, including but not limited to, day-to-day expenses, wages/salaries, required staff training and professional development, and curriculum for the successful operation of the Karuk Head Start Program.
3. Shall work with Head Start staff to ensure both 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, health, medical, family partnerships, mental health, and community partnerships. All areas of above will be entered into the ChildPlus database and outcomes will be monitored monthly for completion.
4. Shall monitor and follow-up on all 30, 45 and 90 day required paperwork to ensure is completion within the required timelines.
5. Communicates with Karuk Head Start Family Advocate, Karuk Head Start HNT Coordinator, 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.

6. Reviews all developmental and social/emotional screenings, makes referrals to the Siskiyou County Office of Education Special Schools and Services, as necessary and enters all information into the ChildPlus database and tracks disability outcomes monthly. Attends all Individualized Education Plans Program (IEP) meetings, along with specialists, teaching staff, and parents/guardians. Maintains current information and updates disability services for children and assists as needed, with successful transition to their next level of education.
7. Reviews all social/emotional screenings, consults with parents and makes referrals as necessary to Mental Health Consultant; enters all information into the ChildPlus database and tracks outcomes monthly.
8. Shall coordinate with 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.
9. Shall monitor budget, approve, and forward all Karuk Head Start expenses to the KCDC fiscal department and submit monthly reports to Policy Council, KCDC and Tribal Council.
10. 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.
11. 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.
12. 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.
13. 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.
14. 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.
15. 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 some 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 Executive Director and/or Board.

Requirements:

1. A Bachelor’s Degree in Early Childhood Education or in a related field with at least 25 units of ECE, inclusive of ECE Administration and ECE Supervision and experience in supervision of staff, fiscal management, which demonstrates the required knowledge, skills, and abilities of management and administrative work in a Head Start or similar program.
2. Has at least two years’ experience working with young children and their families.
3. 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.
4. Experience in program management, including program planning, operations and evaluation, and the use of management information systems.
5. Knowledge of the Karuk Culture or experience working with Native American people.
6. Strong supervisory skills, oral and written communication skills, experience in writing grants or the ability to learn computerized grant application.
7. Valid driver’s license, good driving record, and be insurable by KCDC’s carrier.
8. Must maintain confidentiality, adhere to the Karuk Tribe Personnel Policy, and must sign the Karuk Head Start Employee Conduct and Confidentiality document.
9. Must submit to a TB test and medical examination and periodic re-examination 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.

Veteran’s Preference: It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran’s Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

KCDC Approved: _____ 12/9/2016

Council Approved: _____ 1/7/2016, 4/30/2020

Policy Council Approved: _____ 11/23/2016

KCDC Chair Signature: _____

Chairman's Signature: _____

Employee's Signature: _____