



Vacancy Announcement

Title: Karuk Head Start Deputy Director

Reports To: Karuk Head Start Director

Supervises: HNT Coordinator and Family Advocate

Location: Happy Camp and Yreka

Salary: \$41,600 to \$54,080 annually, depends on experience

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

Summary: The Head Start Deputy Director ensures all mandates and standards are met by assisting in overall program operations to ensure the program compliance with Head Start Performance Standards. Assist with the fiscal and programmatic aspects of the program. Promotes an environment of teamwork and cooperation and is accessible to employees. The Deputy Director is also responsible for communicating and working in coordination with Karuk Tribal Head Start Parent Committees and Policy Council, Karuk Community Development Corporation (KCDC) staff and Board of Directors, and the Karuk Tribal Council as required.

Application Deadline: November 25, 2020 by 5PM

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 Resources Department, Telephone (530) 493-1600 ext. 2041, Fax: (530) 493-5322, Fax: (855) 437-7888, Email: vsimmons@karuk.us

POSITION DESCRIPTION

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Responsibilities:

1. Shall assist Director in providing 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. Create compliance reports and information shall be presented and/or submitted to all entities, Policy Council, KCDC and Tribal Council as required and in a timely manner.
2. Shall work with the Karuk Head Start Education/Disabilities' Specialist, 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 assist in the monitoring and follow-up on all Head Start 30, 45 and 90 day required paperwork to ensure completion within the required timelines.
5. Communicates with Karuk Tribal Head Start, 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. Shall assist in coordinating 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 Karuk Tribal Head Start Policy Council, Tribal Council, KCDC

Board and staff, to ensure compliance according to the Head Start Program Performance Standards and to support the Karuk Tribal Head Start Program.

7. 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.
8. Shall act as Head Start Director in the absence of the Head Start Director. Shall supervise staff at assigned work center. Willing to work at each center alternating with Head Start Director.
9. 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 knowledge of the Karuk culture and language.
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. Bachelor’s Degree in Early Childhood Education or in a related field with at least 25 units of ECE, and experience in supervision of staff, which demonstrates the required knowledge, skills, and abilities of management and administrative work in a Head Start or similar program.
2. Have at least two years’ experience working with young children and their families in a Head Start Program or school setting.
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. Strong supervisory skills, oral and written communication skills, experience in writing grants or the ability to learn computerized grant application.
6. Valid driver’s license, good driving record, and be insurable by KCDC’s carrier.

7. Must maintain confidentiality, adhere to the Karuk Tribe Personnel Policy, and must sign the Karuk Head Start Employee Conduct and Confidentiality document.
8. 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: October 23, 2020

Council Approved: October 29, 2020

KCDC Chair Signature: _____

Chairman's Signature: _____

Employee's Signature: _____