



### **Vacancy Announcement**

**Title:** Karuk Head Start Education and Disabilities Specialist

**Reports To:** Karuk Head Start Director

**Supervises:** Karuk Head Start Teachers, Teacher Assistants, Teacher Aides

**Location:** Happy Camp and Yreka

**Salary:** \$41,600 to \$52,000 annually, depends on experience

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

**Summary:** The Education and Disabilities Specialist supervises the overall operation of the classrooms within the Karuk Head Start program, ensure implementation of the educational program for children in each classroom and ensure center compliance with all Head Start performance standards. This position directly supervises others. The Education and Disabilities Specialist 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: December 15, 2020**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us](http://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](http://www.karuk.us) or by contacting the Human Resource Director, Telephone (530) 493-1600 ext. 2041, Fax: (855)437-7888 or (530) 493-5322, Email: [vsimmons@karuk.us](mailto:vsimmons@karuk.us)

## **POSITION DESCRIPTION**

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### **Responsibilities:**

1. Shall supervise and oversee all classroom teaching staff operations, ensure all aspects of the Head Start Performance Standards are implemented, assist teaching staff in design and set up of classrooms, review and monitor lesson plans, child goals, schedule coverage for classrooms as necessary, ensure that parent volunteers receive guidance while working in the classroom.
2. Shall review 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
3. Shall work with the Karuk Head Start teaching staff to ensure required staff training and professional development, and curriculum for the successful operation of the Karuk Head Start Program.
4. Shall perform CLASS and Early Childhood Environment Rating Scale (ECERS) observations of each classroom, provide teaching staff coaching and support based off the observation.
5. 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. All of thee above will be entered into the ChildPlus database and outcomes will be monitored monthly for completion.

6. Shall monitor all Teaching Strategies data input, work with Head Start teaching staff to ensure all data is collected in a timely manner. Ensure all assessment data in aggregated and analyzed at least three times a year.
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. 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.
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 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. 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 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. Pre-K CLASS certified, or willing to become CLASS certified within two years of hire. Early Childhood Environment Rating Scale (ECERS) certified, or willing to become ECERS certified within two years of hire.
5. Experience in program management, including program planning, operations and evaluation, and the use of management information systems.
6. Strong supervisory skills, oral and written communication skills.
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:** October 23, 2020

**Council Approved:** October 29, 2020

**KCDC Chair Signature:** \_\_\_\_\_

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

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