

JOB ANNOUNCEMENT

TITLE: Early Childhood Programs Director

OPENING DATE: July 9, 2008

CLOSING DATE: July 23, 2008

SALARY: \$23.71 per hour (E-06)

LOCATION: Nett Lake

SUPERVISOR: Commissioner of Education

Job Summary: Incumbent provides leadership and vision in carrying out the day-to-day administration, management and supervision of the Head Start and Child Care programs by developing and implementing plans, policies and procedures to meet the federal, state, tribal and local regulations and standards under the direction of the tribal government, administration and Policy Council.

Educational/Experience Requirement: Associate's degree minimum requirement. Bachelor's degree preferred in Early Childhood Development, Administration of Early Childhood Programs, or related field. Experience working in Early Childhood Program or related field is also preferred. Incumbent must demonstrate skills and abilities in a management capacity relevant to human services program management.

Qualifications:

1. Administrative experience working in programs planning, operations, monitoring and evaluation and the use of management information systems
2. Supervisory experience preferred.
3. Experience developing and managing budgets required.
4. Grant writing ability required.
5. Ability to advocate for children and families.
6. Strong interpersonal, written and verbal skills.
7. Knowledge of values, lifestyles and culture of Ojibwe people, and ability to work in inter-cultural situations and environment. Knowledge of Bois Forte families preferred.
8. Computer experience.
9. Organizational and reporting skills.
10. Ability to form community collaborations.
11. Team management skills.
12. Must submit to and pass required background checks.
13. Current or former Head Start parent preferred.

14. Must have means of transportation for travel between centers and to various meetings and training as required by the position.

Duties:

1. Plan, develop and implement initiatives from administrative and programmatic regulations and policies in alignment with the philosophy and vision of the program, the tribal government, the families and the communities.
2. Carry out day-to-day administration, management, and supervision of federal and state Head Start programs, Child Care Development Fund and Child Care, Child and Adult Care Food Program, and any other grants or contracts awarded to the early childhood programs.
3. Develop and implement a planning system which enables overall program operation that meets program goals and objectives, follows the program's philosophy and mission, and generates works plans documenting all Head Start services.
4. Oversee community assessment process, compile and analyze information, complete and submit grant applications, contracts, modification and supplements to all granting agencies.
5. Compile information and documentation necessary for reporting to various federal, state, and tribal offices.
6. Ensure equipment, facilities and buses meet local, state and federal requirements.
7. Develop, implement and monitor cost-allocated program budgets for deferral and state Head Start, Child Care Development Fund, Day Care and Child Care Food Program, and any new grants or contracts.
8. Develop, implement, procure or manage training and education programs for staff and parents as required by regulations, standards and licensing.
9. Provide management, supervision and evaluation of program staff and operations to ensure accountability.
10. Manage Head Start Program Design systems of governance, on-going monitoring, self-assessment, human resources, fiscal, planning, record-keeping, reporting, and communication.
11. Manage Head Start service areas of early childhood development and health, family and community partnerships and facilities, materials, equipment and transportation.
12. Facilitate a working relationship between the Head Start program staff and parent committees, policy council, administration and tribal government.
13. Maintain communication system between administration, program and parents.
14. Promote, advocate and collaborate with local, state, federal and tribal agencies for comprehensive services and care for Head Start children and their families.
15. Supervise all components of Home-Based Head Start.
16. Attend training pertinent to job duties according to staff development plan and attend meetings as required by the position.
17. Keep CPR and First Aid up-to-date and have a complete physical including a TB test upon hire, and annually thereafter.
18. Maintain confidentiality and adhere to the Bois Forte and Program Code of Ethics.
19. Perform other duties as required by the regulations, policies, and procedures of the Program, or as assigned by supervisor or administration.

Pre-employment drug testing applies.

All applicants will be subject to a suitability background investigation.

INDIAN PREFERENCE WILL APPLY.

Submit application to: Human Resources Director, Patti Wilkie, P.O. Box 16, Nett Lake, 55772. Please visit our website at www.boisforte.com to download an application.