

JOB ANNOUNCEMENT

TITLE: Education Program Manager

OPENING DATE: July 9, 2008

CLOSING DATE: July 23, 2008

SALARY: \$20.96 per hour (E-5)

LOCATION: Nett Lake

SUPERVISOR: Early Childhood Programs Director

JOB SUMMARY: The Education Program Manager is responsible to ensure that children and their families are provided a high quality educational experience in the program, for on-going daily operation of the classrooms and for the management of curriculum materials and related ordering. Incumbent works as part of a management team with other program staff to carry out program plans.

EDUCATION:

1. B.A. or A.A. in Early Childhood preferred. Must have experience working in the Early Childhood field. Must possess administrative and supervisory skills with ability to work effectively with young children, families, and a large number of staff.
2. Professional expertise in specialty areas of early childhood education/development, early intervention and early childhood, special education laws and services.

QUALIFICATIONS:

1. Respond to identified needs and goals within the organization and intervene on behalf of families, children, and staff
2. Must possess an understanding and sensitivity to the culturally specific needs of Native American children and their families.
3. Working knowledge of local community resources.
4. Ability to provide for a trans- disciplinary approach to presenting information
5. Ability to understand, carry out, and present ideas both verbally and written.
6. Must be skilled in word processing and computer systems.
7. Ability to communicate and function with various professional tribal and non-tribal community agencies.
8. Professional development required, as well as meets all annual mandated training/safety requirements.
9. Must be flexible with time, adaptable to various environments and a self-starter.
10. Must be able to manage time and resources well and to work effectively with minimal supervision.
11. Must be reliable and dependable.
12. Submit to a yearly physical and TB test.
13. Must keep CPR and First Aid certification current.
14. Must have a valid MN driver's license and be insurable under the RTC's insurance policy.

15. Must be willing to travel in and out of state.
16. Demonstrated teaching or training skills.
17. Ability to advocate for children and families.
18. Must be able to work as part of a management team.
19. Substantial problem solving to devise solutions which address organizational deficits or potential deficits in a changing regulatory environment.
20. Intermediate decision-making in the recommendation of training and /or referral to address assessed needs.
21. Ability to translate theory and professional training into practical solutions.
22. Current or former Head Start parent preferred. 45 CFR 1304.52(b)(3)

DUTIES AND RESPONSIBILITIES:

1. Supervise and promote team cooperation in implementing the Head Start Performance Standards and the Bois Forte Child Care Licensing requirements.
2. Assist in the development of a staff and parent training program and a staff development plan.
3. Promote good public relations by creating positive communications with parents, staff, and community members.
4. Assist in resolving conflicts between staff, parents, community agencies, or community members.
5. Assure that the Policy Council minutes are posted in classrooms.
6. Conduct classroom observations bi-annually.
7. Develop behavior support plans for individual children that include parent input.
8. Ensure a safe and nurturing healthy learning environment within the classroom.
9. Manage the program's curriculum materials and related ordering for the program.
10. Maintain inventory of unit boxes.
11. Manage the "Head Start Goes Home" program.
12. Assist, as needed, in the classroom, complete observations and assist with developing individualized education plans for all the children.
13. Assist classroom staff in implementing the Head Start Early Childhood Education Plan.
14. Maintain confidentiality and adhere to the Bois Forte and Program Code of Ethics.
15. Respond to identified needs and goals within the organization and intervene on behalf of families, children and staff.
16. Provide expertise and support in developing high quality childhood environments, materials and practices, and early childhood education services.
17. Develop and distribute materials within specific subject area, provide information referral, and coordinate efforts to link staff and families with appropriate community resources.
18. Attend meetings, staffing, trainings, and professional development activities as appropriate.
19. Assure program consistency of curriculum materials and service delivery in compliance with Head Start Performance Standards.
20. Assure children in need of special education services are screened, referred, evaluated and able to access services in a timely manner in compliance with state and federal law. Monitor disability services and timeliness.
21. Analyze data used to monitor outcomes for component area improvement; meet with appropriate managers to develop improvement plans as necessary.
22. Participate in annual budget planning process.
23. Initiate frequent telephone and in-person contact with management team members, teachers, family advocates, and other consultants for problem solving, information exchange, and coordination of efforts.
24. Regulate written memos, correspondence, reports, and newsletters to provide documentation, education, and information.
25. Provide education and information for parents, staff, and governing bodies as requested.

26. Work closely with local education agencies to ensure educational preparedness and transition for Head Start children.
27. Work effectively as part of the Head Start management team and act as a liason between centers.
28. Perform other duties as required by the regulations, policies and procedures of the Program, or as assigned by Supervisor.

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.