



Bois Forte Band of Chippewa

5344 Lakeshore Drive ▪ Nett Lake MN, 55772 ▪ 218-757-3261/1-800-221-8129

EDUCATION AND DISABILITIES MANAGER

Position Description

Opens: November 17, 2021

Until Filled

Department:	Education	Reports to (title):	Early Childhood Program Director
Job Code:	E-15	Job Location:	Bois Forte Tribal Government
Pay Range:	Negotiable	Supervises:	Head Start Teacher Aide Head Start Teacher
Hours/week:	40	Classification:	Exempt
Type of Position:	Full-Time	Effective Date:	01/01/2016
		Revised Date:	11/16/2021

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as "Band").
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

The Education and Disabilities Manager is responsible for developing, planning, coordinating, implementing, monitoring, assigning resources and evaluating all functions required in executing all child and family services as they relate to Education and Disability. The incumbent ensures compliance, continuity, consistency, and quality for educational services by advising and assisting the Early Childhood Program Director on all matters pertaining to Education Disability and Mental Health Services in the education programs and works as part of a management team with other program staff to carry out program plans.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Supervises and promotes team cooperation in implementing the Early Head Start and Head Start Performance Standards and the Bois Forte Child Care Licensing requirements.
2. Assists in the development of a staff and parent training program and a staff development plan.
3. Assists in the on-going enrollment process of Early Head Start, Head Start, and Child Care applicants.
4. Promotes positive public relations by creating positive communications with parents, staff and community members.
5. Assists in resolving conflicts between staff, parents, community agencies or community members.
6. Ensures that the Policy Council minutes are posted in classrooms.
7. Conducts classroom observations bi-annually and provides oversight of teaching teams to ensure quality classroom environments and stimulating child-directed and teacher-initiated learning opportunities.
8. Develops behavior support plans for individual children that include parent input.
9. Facilitates the Teach strategies Gold Website and runs reports quarterly.
10. Ensures a safe, nurturing, and healthy learning environment within the classroom.

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11. Manages the program's curriculum materials and related ordering for the program, and maintains inventory of unit boxes.
12. Manages the "Literacy Goes Home" program.
13. Assists, as needed, in the classroom, completes observations and assists with developing individualized education plans for all the children.
14. Assists classroom staff in implementing the Early Head Start and Head Start Early Childhood Education Plan.
15. Adheres to the Program Code of Ethics.
16. Responds to identified needs and goals within the organization and intervenes on behalf of families, children and staff.
17. Provides expertise and support in developing high-quality childhood learning environments, materials and practices, and early childhood education services.
18. Develops and distributes materials within specific subject area, provides information referral, and coordinates efforts to link staff and families with appropriate community resources.
19. Attends meetings, staffing, trainings and professional development activities as appropriate.
20. Ensures program consistency of curriculum materials and service delivery in compliance with Early Head Start and Head Start Performance Standards.
21. Ensures 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.
22. Ensures all children are screened with a developmental screening within 45 days of entering program.
23. Tracks all teaching staff progress on child individualization, completion of child portfolios, transition planning and completing daily observation notes.
24. Monitors disability services and timeliness.
25. Oversees the development of each Educational Plan and Individualization recommendations.
26. Analyzes data used to monitor outcomes for component area improvement; meets with appropriate managers to develop improvement plans as necessary.
27. Participates in annual budget planning process.
28. Initiates frequent communication with management team members, teachers, family advocates and other consultants for problem solving, information exchange and coordination of efforts.
29. Regulates written memos, correspondence, reports and newsletters to provide documentation, education and information.
30. Provides education and information for parents, staff and governing bodies as requested.
31. Works closely with local education agencies to ensure educational preparedness and transition for Head Start children.
32. Works effectively as part of the Head Start management team and acts as a liaison between centers.
33. Performs other duties as required by the regulations, policies and procedures of the Program or as assigned by Supervisor.
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MINIMUM MANDATORY QUALIFICATIONS

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| Experience: | <ul style="list-style-type: none">• Three to five years of experience working in the Early Childhood Education field or other relevant experience, with three years supervisory experience |
| Education: | <ul style="list-style-type: none">• Bachelor's Degree in early childhood education; or a Bachelor's Degree and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-aged children. |
| License/Certification: | <ul style="list-style-type: none">• CPR and First-Aid certification |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none">• Ability to respond to identified needs and goals within the organization and intervene on behalf of families, children, and staff.• Administrative and supervisory skills, as well as the ability to work effectively with young children, families and a large number of staff.• Professional expertise in specialty areas of early childhood education and development, early intervention and early childhood, special education laws and services. |

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- Knowledge in Early Childhood Education and the ability to analyze trends in the field of early learning, as well as data on children and families in the program to continually improve education services.
- Must possess an understanding and sensitivity to the culturally specific needs of Native American children and their families.
- Working knowledge of local community resources.
- Ability to communicate a multi-disciplinary approach to presenting information.
- Ability to understand, carry out, and present ideas both verbally and written.
- Ability to communicate and function with various professional Tribal and non-Tribal community agencies.
- Professional development required, as well as the ability to meet all annual mandated training/safety requirements.
- Must be flexible with time, adaptable to various environments and a self-starter.
- Must be able to manage time and resources well and to work effectively with minimal supervision.
- Must be reliable and dependable.
- Must be willing to travel in and out of state.
- Demonstrated teaching or training skills.
- Ability to advocate for children and families.
- Must be able to work as part of a management team.
- Substantial problem solving to devise solutions which address organizational deficits or potential deficits in a changing regulatory environment.
- Intermediate decision-making in the recommendation of training and /or referral to address assessed needs.
- Ability to translate theory and professional training into practical solutions.
- Basic operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment Use/storage/maintenance of multiple usernames and passwords. Computer-related problem-solving skills through the use of available trainings and help desk.
- Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files.
- Ability to perform other duties as assigned.
- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.

PREFERRED QUALIFICATIONS

- Master's degree in Early Childhood Education
- Current or former Head Start parent

WORK ENVIRONMENT

Work environment: Office conditions: the work environment characteristics described here are representative to those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.

Outdoor conditions: the work environment characteristics described here are representative to those an employee encounters while performing the primary functions of this job. The physical environment

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requires the employee to work both inside and outside in heat/cold, wet/humid, and dry/arid conditions. Limited overnight travel may be required from time to time.

Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees and vendors.

Mental demands: There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally-recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

OTHER

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.

Background Investigation: This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.

Drug Screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

Vaccine Requirement: Bois Forte RTC adopted the COVID-19 Vaccine Requirement (Resolution No. 16-2022) which provides that COVID-19 vaccination is required for all employees of the Bois Forte Tribal Government and Band-owned businesses. The RTC further applied the Vaccine Requirement to prospective employees (Resolution No. 26-2022). Therefore, as a condition of receiving an offer of employment, prospective employees of the Bois Forte Tribal Government and Band-owned businesses must either (1) present acceptable proof of receiving a single dose COVID-19 vaccine or the first dose of two dose COVID-19 vaccine to Human Resources Department or (2) be approved for a medical or religious exemption from the Vaccine Requirement. All prospective employees who present acceptable proof of the first dose of a two-dose COVID-19 vaccine to Human Resources and who subsequently accept an offer of employment must further present proof to Human Resources of their receiving their second dose of COVID-19 vaccine within 30 days of the date of receiving their first dose.

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

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PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit our website at www.boisforte.com to download an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Specialist 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-3312, hrgeneralist@boisforte-nsn.gov Applications received after the closing date will not be accepted.