



Bois Forte Band of Chippewa

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

EARLY CHILDHOOD PROGRAM MANGER

Position Description

Opens: November 20, 2025 Closes: December 03, 2025			
Department:	477 Programs/Early Childhood Programs	Reports to (title):	477 Director
Job Code:	E-16	Job Location:	Bois Forte Head Start - Nett Lake, MN
Pay Range:	Min: \$69,576.00 (\$33.45) Mid: \$86,964.80 (\$41.81) Max: \$104,353.60 (\$50.17)	Supervises:	Early Head Start/Child Care Center Manager, Vermilion Family Services Manager Transportation Manager,/Family Services Manager, Health and Safety Manager, Education and Disabilities Manager, Early Childhood Floating Assistant and Substitutes.
Hours/week:	40	Classification:	Exempt
Type of Position:	Full-Time	Effective Date:	11/06/2025
Indian Child Protection Background:	Yes	Revised Date:	11/06/2025

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.
- Maintain a current insurable driver's license.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

The Early Childhood Program Manager provides leadership and vision in carrying out the day-to-day administration, management, and supervision of the Head Start and Early Head Start Child Care programs by developing and implementing plans, policies and procedures to ensure that Federal, State, Tribal and local regulations and standards under the direction of Tribal Government, Administration and Policy Council are met.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

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, budget development, cost allocations, and supervision of Federal and State Head Start programs, Early Head Start 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.

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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 to document all Head Start and Early Head Start Child Care services.
4. Oversee community assessment process, comply, and analyze information, completes, and submits grant applications, contracts, modification and supplements to all granting agencies.
5. Comply 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, procures, and 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. Work with parents, volunteers, and staff in sharing concerns and implementing plans to meet identified needs.
11. Ensure proper management of program records, comply with the timely submittal of reports, products, and budget preparation.
12. Manage Head Start and Early Head Start Child Care Program Design systems of governance, on-going monitoring, self-assessment, human resources, fiscal, planning, record-keeping, reporting, and communication.
13. Manage Head Start and Early Head Start Child Care Service areas of early childhood development and health, family and community partnerships and facilities, materials, equipment, and transportation.
14. Facilitate a working relationship between the Head Start and Early Head Start Child Care program staff and parent committees, policy council, administration, and Tribal Government.
15. Maintain a communication system between administration, program, and parents.
16. Promote, advocate and collaborate with local, State, Federal and Tribal agencies for comprehensive services and care for Head Start and Early Head Start Child Care children and their families.
17. Attend training pertinent to job duties according to staff development plan and attend meetings as required by the position.
18. Keep CPR and First Aid up-to-date and have a complete physical including a TB test upon hire, and annually thereafter.
19. Maintain CPR and First Aid certifications and has a complete physical including a TB test upon hire, and annually thereafter.
20. Maintain confidentiality and adheres to the Bois Forte and Program Code of Ethics.
21. As an employee of the Bois Forte Reservation, will follow the Bois Forte Procurement Policy and any other applicable procurement requirements when obtaining goods and/or services for the Bois Forte Band of Chippewa.
22. Perform other duties as required by the regulations, policies, and procedures of the Program, or as assigned by supervisor or administration.

MINIMUM MANDATORY QUALIFICATIONS

Experience:	• Eight to ten years of experience in related field, with five years supervisory experience.
Education:	• Associate degree minimum requirement. • Bachelor's Degree in Early Childhood Development, Administration of Early Childhood Programs, or related field.
License/Certification:	• CPR and First-Aid. • Must possess a valid State of Minnesota driver's license, reliable transportation, proof of insurance, and be eligible to drive under any other motor vehicle use policies applicable to the position.
Mandatory Knowledge, Skills, Abilities and Other Qualifications:	• Administrative experience in working in programs planning, operations, monitoring and evaluation, with the use of management information systems. • Knowledge of the principles, practices, and objectives of Early Childhood Education Programs, including Head Start, Early Head Start Child Care, and Child Development Programs. • Demonstrated skills and abilities in a management capacity relevant to Human Services program management.

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- Experience in developing and maintaining budgets.
- Experience in grant writing and the ability to write effectively.
- Strong interpersonal, written, and verbal communication skills.
- Organizational and reporting skills.
- Knowledge of values, lifestyles and culture of the Ojibwe people and the ability to work in inter-cultural situations and environment, knowledge of Bois Forte families.
- Good leadership skills and the ability to work as part of a team, communicate effectively both orally and in writing, receive and provide feedback, and manage dynamic interchanges in meetings.
- Ability to model and facilitate effective problem-solving and conflict resolution techniques.
- Ability to advocate for children and families.
- Ability to form community collaborations.
- Team management skills.
- 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 training 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.
- Current or former Head Start parent.
- Experience working in Early Childhood Program or related field.

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 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.

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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.

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/employment to complete an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Director, Simona Benner 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-6781, sibenner@boisforte-nsn.gov . Applications received after the closing date will not be accepted.