



# MESCALERO APACHE TRIBE

## Position Description

### JOB ANNOUNCEMENT

**Position Title:** Early Childhood Director  
**Department:** Early Childhood  
**Employment Status:** Exempt      **Grade:** E3  
**Opening date:** August 30, 2019      **OPEN UNTIL FILLED**

#### Job Summary

Accomplishes the Early Childhood Department's strategic objectives by planning, organizing, and supervising all functions required to operate and maintain program activities. Operates the program in conformance within regulations and provisions.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

#### Duties and Responsibilities

- Improves staff effectiveness by hiring, counseling, training and recommending disciplinary action for employees; planning, delegating, monitoring, and appraising job tasks and results in a timely manner.
- Ensures appropriate departmental staffing levels based on efficiency and cost effectiveness; yet, maintaining operational requirements as dictated by internal controls and management.
- Develops weekly staffing schedule and daily assignments to staff.
- Establishes, implements, and communicates goals, objectives, policies, and procedures in accordance with strategic plan.
- Achieves financial objectives by preparing and administering the annual budget and USDA reimbursement fund, inclusive of operational plans and objectives, and recommends staffing and expenditures.
- Evaluates all programs to plan and implement priorities to meet the needs of the community and grants.
- Seeks grants and funding for the program; manages all contractual agreements between federal, state, and local agencies.
- Facilitates the development of program outcomes and activities with staff, parents, community and other agencies.
- Provides Family Service Coordination (caseload) Services.
- Ensures all services are provided per FIT rules and regulations.
- Oversees and reviews all monthly billings, collections and outstanding balances.
- Supervises the delivery of all IFSP developmental and medically necessary services for eligible children and their families.
- Hosts regular staff meetings to ensure communication among personnel regarding program-related activities.
- Ensures up to date and accurate files and reports.
- Assists in resolving complaints or grievances.
- Ensures awareness of policies and procedures.
- Collects and analyzes data; prepares scheduled and special reports; maintains program/project records and statistical information.
- Prepares and presents reports on the status, activities, and plans for current and future operations.

- Hosts regular staff meetings to ensure communication among personnel regarding program-related activities.
- Performs other duties as assigned.

### **Minimum Qualifications**

- Bachelor's Degree in Early Childhood Development, Education or related field.
- Master's Degree preferred.
- Five years experience with overseeing Early Education programs. Three years in a manager or supervisory capacity.
- Development Specialist II Certification required.
- Bilingual English/Apache preferred.
- Must have a valid NM Driver's License.
- Must successfully pass a pre-employment drug/alcohol screen, background investigation and have a negative Tuberculosis.

*Tribal preference and Native American Indian preference shall apply to all positions.*

### **Knowledge, Skills and Abilities**

- Knowledge of applicable federal, state, tribal, county, and local laws, regulations, and requirements.
- Knowledge of the development, preparation, and control of budgets.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Knowledge of principles and practices of early childhood development and care.
- Knowledge of theories and practices of Early Child Education/Development and Family/Social Services including focus on Infant/Toddler development.
- Skill in providing leadership to, supervising, training, and evaluating assigned staff.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment, specifically Word, Excel, Access and PowerPoint.
- Skill in budget preparation and administration.
- Ability to use excellent communication skills with especially good listening skills.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to work professionally and cooperatively with staff, parents, and community members.
- Ability to maintain confidentiality.
- Ability to make solid decisions and exercise independent judgment.
- Ability to be persuasive and tactful in controversial situations.
- Ability to identify and secure alternative funding or revenue sources.
- Ability to prepare accurate, complete, and legible reports and create and present detailed, accurate, objective, and effective speeches and presentations.

### **Physical Demands**

While performing the duties of this job, the employee regularly is required to sit; stand; walk; use hands to finger, handle, or feel; and reach with hands and arms above shoulder level. The employee frequently is required to stoop, kneel, crouch, or crawl; and talk or hear. The employee must lift and/or move up to 25 pounds.

### **Work Environment:**

Work is generally performed in an office environment with a moderate noise level. Evening, weekend, and/or holiday work will be required. Extended hours and irregular shifts may be required.