



## MESCALERO APACHE TRIBE Job Announcement

**Position Title:** Head Start Director  
**Department:** Head Start  
**Employment Status:** Exempt **Grade:** E4  
**Date opened:** August 5, 2020 **Closing:** Open Until Filled

### Job Summary

Accomplishes the Head Start department's strategic objectives by planning, organizing, and supervising all functions required to operate and maintain program activities. Operates the Head Start program in conformance with 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.
- Provides management of Head Start program and its operation. Facilitates, plans and coordinates the children's education programs and activities.
- Plans, develops, schedules, and/or provides in-service training and evaluation of staff.
- Ensures that the center and staff conform to federal, state, and local rules, regulations, and licensing requirements
- Assures that Head Start complies with Tribal/Federal/State regulations and operates within program guidelines, meets educational needs of the children in the program, and successfully involves parents.
- Communicates and provides training and information about Head Start to the community and public.
- Observes Teachers while teaching, and provides guidance, recommendations, and feedback.
- Hosts regular staff meetings to ensure communication among personnel regarding program-related activities.
- Ensures daily meals and snacks are provided as scheduled and meet all standards.
- Oversees food program including reviewing menus and creating reports.
- Attends or conducts community or committee meetings as required/assigned.

- Reviews and interprets government codes and develops procedures to meet code to ensure facility safety, security and maintenance.
- Ensures up to date and accurate files and reports.
- Ensures programs address gender and cultural diversity.
- 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.
- Documents and reports any known or suspected instances of child abuse.
- Performs other duties as assigned.

### **Minimum Qualifications**

- Bachelor's Degree in Early Childhood Development, Education or related field.
- Five years experience with overseeing Head Start or Early Education programs. One year in a manager or supervisory capacity.
- Bilingual English/Apache preferred.
- Must be 18 years of age or older.
- CPR and First Aid Certified.
- Must obtain (within first six months) and maintain Food Handler's Card.
- Must be able to pass a physical exam within 45 days of hire.
- Must have a valid NM Driver's License.
- Must be able to work a nine hour day with a lunch.
- Must be willing to work evenings, weekends and holidays.
- Must successfully pass a pre-employment drug/alcohol screen, background investigation and have a negative Tuberculosis screening.

*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.
- Knowledge of applications laws, regulations, and guidelines governing all aspects of Head Start, Early Head Start, and Child Care relative to program responsibilities.
- Knowledge of proper and safe food handling, storage, and disposal requirements.
- 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 nurturing, motivating, teaching and guiding children.
- Skill in budget preparation and administration.
- Ability to supervise and ensure a safe learning environment for children in a classroom setting.
- Ability to use excellent communication skills with especially good listening skills.

- Ability to respond to and remain calm in an emergency or crisis situation.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to respect the dignity of children, each family, culture, customs and beliefs.
- 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 define problems, collect data, establish facts, and draw valid conclusions.
- 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 is regularly required to sit; stand; walk; use hands to finger, handle, or feel; and reach with hands and arms above shoulder level. The employee is frequently required to stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to climb or balance; and smell. The employee occasionally lifts children. The employee must lift and/or move up to 50 pounds.

### **Work Environment:**

Work is generally performed in a childcare center, classroom environment and outdoors with high noise level. Exposure to bodily fluids, urine, or feces of babies or infants and small children. Exposure to unpleasant odors and infectious disease. Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties. Evening, weekend, and/or holiday work will be required. Extended hours and irregular shifts may be required.