

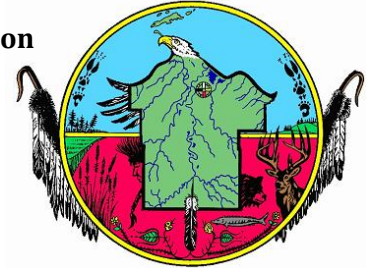
BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Assistant Director – Head Start & Early Head Start
Department: Education
Hourly Rate: \$25-\$28.50 depending on education and certification
Full Time: 40 Hours/Week
Exempt: Yes/Salary
Supervisor: HS/EHS Director /Education Director
Posting Date: In-House
Opens: August 22, 2023
Closes: August 28, 2023, at 4:30 pm
Posting Date: Public
Opens: August 31, 2023
Closes: September 14, 2023, at 4:30 pm



Posting Date: Public

Opens: September 18, 2023

Closes: Open Until Filled

Summary: The Assistant Director for the Head Start/Early Head Start program is responsible for the coordination, direction, leadership, and overall support of the day-to-day operations of the Head Start/Early Head Start Program, with direction from the Head Start/Early Head Start Director.

Essential Duties and Responsibilities include the following.

- Responsible for the overall supervision of staff, substitutes, and volunteers;
- Will ensure compliance with the Head Start Performance Standards; State of Wisconsin licensing requirements, CACFP, and Indian Health Services.
- Will work with the Director to oversee, review and evaluate activities to ensure compliance with Head Start Federal agencies, local and Tribal regulations and include any other pertinent policies that directly, or indirectly, affect the program.
- Will be responsible for coordinating and assisting with all efforts for center operation, including personnel files.
- Will provide support and guidance with management by developing, implementing, and monitoring the Eight (3) Key Management Systems as follows:
 1. **Program Governance** - Encourage and facilitate shared governance between the Parent Policy Council and Tribal Council. Provide ongoing activities that will promote involvement among the parents, staff, Parent Policy Council and Tribal Council in the planning and design of the Head Start Program. Create reports that demonstrate the program's successes.
 2. **Planning** - Work jointly with the Director to establish a community assessment team that will conduct a comprehensive community assessment every five years and provide an annual update. Maintain, review, and evaluate written service plans and policies, and procedures on an annual basis (minimum).
 3. **Communication** - Assist in the development and maintenance of an effective communication system among parents, staff, the Parent Policy Council and the Tribal Council, and be willing to try new communication systems.
 4. **Recordkeeping and Reporting** - Participate in a collaborative effort among the program management team to maintain accurate record-keeping and reporting systems as required for all component areas within the program. Ensure confidentiality of records regarding - participating children and/or family; staff records; and program files. Ensure that all program reports are completed and submitted as required.

5. **Ongoing Monitoring** – Work with the Management team to strengthen ongoing monitoring systems to ensure programs and services have met the needs of the children, families, and community.
6. **Self-Assessment** – Work with the Management team to complete self-assessments annually to identify program strengths and weaknesses and develop a plan to strengthen any identified weaknesses.
7. **Human Resources** - Establish a system of human resource management to ensure that our personnel policies comply with Federal Head Start Performance Standards and State of Wisconsin Child Care Licensing requirements. Must be willing to incorporate cultural practices in the center environment to encourage growth individually, as well as collectively, for the betterment of the program.
8. **Fiscal Management** – Assist in developing budgets and preparing grant applications using a shared decision-making approach. Establish a monitoring system of expenditures and non-federal shares.

- Additionally: Seek additional funding as needed for the program’s growth to continue to meet the needs of the community.
- Must be a self-starter and willing to obtain Train the Trainer status for annual required training.
- Other duties may be assigned.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Knowledge of the uniqueness of the Bad River Community. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Education and/or Experience:

Required:

- B.A. or B.S. degree in Early Childhood Education, Elementary Education, Administration or related fields, and a combination of experience and training which provides the required knowledge, skills, and abilities is the minimum requirement.
- Documentation of the candidate’s educational qualifications for the position including any CEU’s.
- Transcripts from an accredited higher educational institution.
- Two (2) years as a childcare teacher or center director. Must demonstrate knowledge of contracts and grants specifically with U.S. Department of Health and Human Services - American Indian/Alaska Native Program Branch (AI/ANPB).

Other Skills and Abilities:

Required:

- Must demonstrate successful experience in program management,
- Supervisory skills, and
- Administrative analysis.
- Both verbal and written communication skills are a requirement.
- Must have experience working with budgets, such as preparation, non-federal share matches, modifications, etc.
- Possess interpersonal skills to work with staff and parents.
- Ability to provide a team atmosphere.
- Must have experience working in a Native American Community as well as sensitivity working with low-income and disadvantaged people.
- First Aide TOT Saver and CP, the shaken baby syndrome is mandatory. Training will be provided by the program.

Background Check:

- This position is contingent on the required ability to pass a Bad River caregiver background check when working with children and/or the elderly.

Language Skills:

- Must have good oral and written communications skills.

- Must promote the use of, and speak, Ojibwemowin as proficiency level allows in the classroom and throughout the delivery of all Head Start/Early Head Start services for children and families.

Reasoning Ability:

- Must have a positive attitude and enjoy working with children and families.

Physical Demands: The physical demands described here are representative of those that must meet by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be physically able to perform all job duties. Must be able to pass a tuberculosis test. Sedentary work with some walking, stooping, and standing required. Occasional lifting up to 50 lbs.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position is subject to inside and outside work. The noise level may be moderate to loud.

Drug-Free Workplace in accordance with the Drug-Free Workplace Act of 1988, P.L. 100-690 and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.

Send Application and Resume To:

**Bad River Tribe
Attn: Human Resources
P.O. Box 39
Odanah, WI 54861**

<http://www.badriver-nsn.gov/>

Application material may also be emailed to:

HRmanager@badriver-nsn.gov

HRassistant@Badriver-nsn.gov