

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Head Start/Early Head Start Director

Department: Education

Hourly Rate: Negotiable (DOQ)

Full Time: 40 Hours/Week

Exempt: Yes/Salary

Supervisor: Education Director

Posting Date: In-House

Opens: August 15, 2023

Closes: August 22, 2023 at 4:30 pm

Posting Date: Public

Opens: August 23, 2023

Closes: September 6, 2023 at 4:30 pm

Posting Date: Public

Opens: September 11, 2023

Closes: Open Until Filled



Application Requirements:

- Must submit complete Bad River Tribal Application and Resume
- Transcripts
- Salary requirement
- 3 letters of recommendation
- any Continuing Educations Units or relevant Certifications

Summary: The Head Start/Early Head Start Program Director is responsible for the direction, leadership, and overall management; operation of the Bad River Head Start/Early Head Start Program including supervision of planning and implementation of programs for children, supervision of staff, staff meetings, orientation and continuing education for staff.

The Bad River Head Start/Early Head Start is funded to provide services for up to 112 on-site and home-based children/families. The facility includes three Head Start classrooms, a future Head Start Ojibwe Language Immersion classroom, two Early Head Start classrooms, and two Early Head Start Ojibwe Language Immersion classrooms. The program also provides services for up to 20 home-based families and five pregnant mothers.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- The Head Start/Early Head Start Director is responsible for the overall supervision of staff, substitutes, and volunteers.
- Ensure compliance with the Federal Head Start Performance Standards,
- State of Wisconsin licensing requirements, and other agencies regarding the appropriate performance indicators.
- Oversees, reviews, and evaluates activities to ensure compliance with Federal Head Start agencies, local, and Tribal regulations; including any other pertinent policies that directly or indirectly affect the program.
- Update, review, the development of service plans that are specifically identified for the Head Start/Early Head Start Program Director including program management and design.
- Will be responsible for coordinating all efforts for overall center operation.
- Incorporate Ojibwe Language learning and usage.
- Provide support and guidance to management by developing, implementing, and monitoring the eight (8) key management systems.

- **Eight Key Management Systems**
 - **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/Early Head Start Program.
 - **Planning** - Establish a Community Assessment Team that will conduct a comprehensive community assessment every three (3) years and provide an annual update., updating policies and procedures on an annual basis.
 - **Communication** - Develop and maintain an effective communication system among parents, staff, Parent Policy Council, and Tribal Council.
 - **Record Keeping and Reporting** – This is 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 families; staff records; and program files. Ensure that all program reports are completed and submitted as required.
 - **Ongoing Monitoring** - Ongoing monitoring systems to ensure programs and services meet the needs of the children, families, and community.
 - **Self-Assessment** – Complete a system for self-assessment to identify program strengths and weaknesses.
 - **Human Resources** – Utilize the system of human resource management, to include personnel policies with Federal Head Start Performance Standards and State of Wisconsin Child Care Licensing requirements.
 - **Fiscal Management** - Develop budgets and prepare grant applications using a shared decision-making approach. Establish a monitoring system of expenditures and non-federal shares.

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 CEUs. Transcripts from an accredited higher education institution.
 - Four (4) non-credit department-approved courses in Early Childhood Education or its equivalent.
 - Two (2) years of credit from an institution of higher education with at least 12 credits in Early Childhood Education or its equivalent.
 - Four (4) courses of credit from an institution of higher education in Early Childhood Education or its equivalent.
- Or an associate degree in Early Childhood Education or childcare from an institution of higher education.
 - Sixty (60) credits from an institution of higher education, including 4 courses for credit in Early Childhood Education.
 - Two (2) years as a childcare teacher or center director.
 - Four (4) non-credit department-approved courses in Early Childhood Education or its equivalent.
 - Two (2) years of credit from an institution of higher education with at least 12 credits in Early Childhood Education or its equivalent.
 - Four (4) courses of credit from an institution of higher education in Early Childhood Education or its equivalent.
- The Director must have the Administrator Credential within the time frame and qualifications dependent upon whether it is a large center (the full credential within 3 years if 51 or more capacity) or small center (one of the DCF approved courses within 1 year 50 or fewer capacity).
- The Director must be qualified as a director according to DCF251 licensing rules.

- Must demonstrate knowledge of contracts and grants specifically with the U.S. Department of Health and Human Services - American Indian/Alaska Native Program Branch (AI/ANPB, as well as the Wisconsin Department of Public Instruction.

Other Skills and Abilities:

Required:

- Must demonstrate successful experience in program management, supervisory skills, and administrative analysis.
- Experience in Grant writing
- 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 an American Indian Community as well as sensitivity to working with low-income and disadvantaged people.
- First Aide TOT Saver and CPR are mandatory. Training will be provided by the program if needed.

Background Check:

- This position is contingent on the required ability to pass a Federal Bureau of Investigation background check when working with children and/or the elderly.
- This is a required driver position, must possess a valid state driver's license, adequate vehicle/liability insurance, and/or meet eligibility for Tribal insurance.

Language Skills:

- Strong computer, written, and verbal communication skills. Written Business communication skills.

Reasoning Ability:

- Experience working with children.

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 essential functions. Must be physically able to perform all job duties. Must be able to pass a tuberculosis test. Sedentary work with some walking, standing, bending, stooping, and occasional lifting up to 50lbs and/or carrying for short distances.

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 essential functions. This position is subject to inside and outside work. The noise level is 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