



UNITED INDIANS
OF ALL TRIBES FOUNDATION

Daybreak Star Indian Cultural Center
Post Office Box 99100, Seattle, WA 98139
Phone: (206) 285-4425 Fax: (206) 282-3640

JOB DESCRIPTION

JOB TITLE: Head Start Director **DEPARTMENT/PROGRAM:** Head Start
REPORTS TO: Executive Director **STATUS:** Full Time
LOCATION: Daybreak Star **PAY SCALE:** DOE

The United Indians of All Tribes Foundation is a not for profit organization working to provide vital social, cultural, and educational services to Seattle's American Indian/Alaska Native community.

The Head Start program has a unique identity, both in the Native American community and with Region 10 Office of Head Start. Our service area includes boundaries with other Seattle grantees and with the priority to serve all Native Children in the Seattle city limits.

We are seeking a unique individual to provide leadership and support to the Head Start/Early Head Start team. Candidates must be able to demonstrate experience, skills and commitment to anti-bias and culturally-relevant best practices.

The Head Start Director has full responsibility for planning, directing and administering the Head Start program and ensuring the involvement of parents in every phase of the program. The Director plans, organizes and monitors program operations, function, activities, services, and staff. The Director is responsible for program planning, program development, program management, program assessment, and ongoing community relations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Head Start Director is responsible for planning and setting objectives. Duties include:

- Provide the direction and leadership for all aspects of the Head Start program.
- Interpret governmental statutes, regulations, and memorandums pertaining to the Head Start program. Develop policies and procedures based on this guidance.
- Coordinate efforts to ensure that the program meets its in-kind requirements.
- Coordinate with all Managers to update the Community and Self Assessment and develop program goals based on the resulting information.
- Prepare grant applications with participation of staff and the Head Start Policy Council.
- Direct program operations in a manner consistent with the requirements of contractual agreements, laws, regulations, and funding documents.

- Develop financial plans and budgets with the involvement of the Policy Council, Finance Director, Executive Director, and the Board of Directors.

This position is responsible for managing the daily operations of the Head Start Program:

- Develop systems and procedures to assure program efficiency and coordination and compliance with all contractual terms, conditions and obligations.
- Assist Managers in preparing and updating service plans, resolving programmatic challenges, and maintaining positive staff morale.
- Presides at various meetings of staff and special committees to obtain guidance, provide leadership and coordinate the activities of these groups to the best interest of the agency and program.
- Develop and maintain clear lines of authority and channels of communications.

This position is responsible for community and staff relations:

- Serve as an advocate for the Head Start program. Promote good relations by serving on boards, committees, and participating in community activities.
- Regularly convene Head Start managerial staff for planning, management and review purposes.
- Foster shared decision-making with the Policy Council. Work closely with that group to ensure organization, training and effective operation in accordance with Program Performance Standards.
- Initiate and maintain needed liaison and works closely with public and private agencies that can provide supporting services to Head Start families.

This position is responsible for monitoring and evaluating services:

- Implement systems and procedures for monitoring and controlling fiscal and program activities.
- Implements and maintains an ongoing evaluation process to ensure quality control of the Head Start program, including fiscal accountability and cost effectiveness for all services and components.
- Utilizes evaluation data to maintain, correct and/or improve delivery of program services.
- Works closely with the Federal Regional staff to ensure effective delivery of services and compliance with program requirements.

The Head Start Director is a leadership position which supervises the Head Start staff.

- Oversee staff recruitment and selection process as appropriate
- Ensure proper staff orientation and on-going process as appropriate

- Provide structured staff supervision, annual performance appraisals, and effective communication with an emphasis on team building and positive acknowledgment.
- Work cooperatively with staff to promote a unified team.

QUALIFICATIONS:

Academically the Director shall have a BA in Early Childhood Education or a closely related field and a minimum of three years Early Childhood Experience. In addition the director must be an experienced administrator with an understanding of Child Development theories and practices. The Director must have experience in fiscal and program management with at least (3) years of actual experience that includes budget preparation and implementation;

Must have the ability to write grants, letters and plans; to relate well to and coordinate with the people being served; to solve problems and communicate effectively; to gather and analyze data and make concise, accurate oral and written reports and recommendations; to effectively supervise professional staff, and to accept supervision.

A physical, TB screening, criminal record check and DSS Request for Search of Central Registry are required. The TB screening and physical exam must be updated every two years.

American Red Cross certification in First Aid and CPR are requirements of the position and will be provided to employee during probationary period and as required to keep current certification.

The Head Start Director understands and agrees to abide by the Head Start program's standards of conduct, which include the following:

- Staff will respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability.
- Staff will follow program confidentiality policies concerning information about children, families and other staff members;
- No child will be left alone or unsupervised while under our care; staff will use positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse, or humiliation. In addition, they will not employ methods of discipline involving isolation, the use of food as punishment or reward, or denial of basic needs.

Must be computer literate;

Must have the ability to lift a 50-pound child;

Must be free from conviction of child or adult abuse, neglect or exploitation.

Experience, Competencies and Education

ACCOUNTABILITIES AND MEASURES

AMERICANS WITH DISABILITY SPECIFICATIONS

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met 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.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

Work environment characteristics described here are representative of those that must be met 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.

While performing the duties of this job, the employee is not exposed to weather conditions.

The noise level in the work environment is usually moderate.