



# Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

## JOB DESCRIPTION

**POSITION TITLE:** EARLY CHILDHOOD EDUCATION DIRECTOR

**SUPERVISOR:** CHIEF EXECUTIVE OFFICER

**SALARY RANGE:** DOQ/DOE 1 FTE

**NATURE OF WORK:** The Early Childhood Education Director is responsible for management of the Tribal Head Start and Child Care programs. The Director reports to, and consults with, the Chief Executive Officer and the Policy Council to determine plans and policies. Work involves organizing, monitoring and delivery of services of the Head Start and Early Childhood programs.

### **JOB DUTIES:**

1. In coordination with the Community Development Office, develops and finalizes grant applications and contracts as well as other required correspondence.
2. Provides direct supervisory oversight of assigned personnel as well as guidance and direction to staff in assigned areas. Skill in effective personnel evaluations, team building, motivation, mediation, negotiation, and conflict resolution.
3. Establishes and maintains cooperative working relationships with internal and external agencies, community, Tribal Council, Tribal departments, committees, and outside resources with firmness, tact, and impartiality to assure quality services to all children in the program.
4. Develop administrative and program policies, contractual agreements, and prepares budgets for approval by the Tribal Council and implements policies and procedures within assigned areas.
5. Assists in facilitating an annual program review by staff and parents using a review instrument to assure quality programs.
6. Ensures the Head start and Childcare programs meet Tribal, State, and Federal performance standards and safety regulations.
7. Oversees the USDA child food nutrition program.
8. Assures quality education services by observing classroom and home-visit operations.
9. Provides guidance in facilitating Policy Council and Parent Committee meetings for active participation in the Head Start program.
10. Works with the public school and Health Clinic in order to promote the social, emotional, physical, and cognitive development of young children which includes the finalization of health service plans.
11. Assists parents with enrollment including the preliminary screening of all children and for medical and dental programs for Head Start children including assisting with child physical, and transportation to and from appointments.
12. Other duties as assigned by Supervisor.

### **MINIMUM QUALIFICATIONS ALSO INCLUDE:**

1. Bachelor's Degree in Early Childhood Education and three (3) years' experience in management within a Head Start/Child Care program or related field, including experience in Head Start standards, supervision, and administration.

2. Must demonstrate ability of understanding and implementing the Performance Standards and requirements of Head Start/Child Care programs.
3. Possession of a valid First Aid/CPR card and Food Handler's Card, or ability to obtain one 30 days after beginning employment.
4. Must have TB test, Hepatis B vaccination before hire.
5. Candidate must have a valid Washington State driver's license and be eligible for the Tribe's automobile insurance.
6. Must be able to work in a team environment.
7. Strong organizational, communication and interpersonal skills preferred.
8. The selected candidate must successfully complete a pre-employment drug screen test, and a complete fingerprint background investigation, including relevant criminal history, prior to employment, medical physical, and references.

This position is at will and does not create a contractual relationship between the tribe and employee.

**Behavior standards:**

Respectful, courteous, and friendly to customers, other tribal employees, and tribal leaders. A team player that helps the organization meet work objectives. Effective communications with customers and other tribal employees. Gets along with co-workers and managers. Positively represents the Tribe maintaining the trust Skokomish members have placed in each of us. Demonstrates honesty and ethical behavior.

**CONFIDENTIALITY:** The employee will be required to sign a confidentiality agreement. Violation of this agreement can result in immediate dismissal.

**DRUG –FREE WORKPLACE POLICY:** The Skokomish Tribe is committed to providing a drug-free workplace for its employees, volunteers, and the community it serves. By Skokomish Tribal policy, this position requires pre-employment drug testing.

**PREFERENCE:** The Skokomish Tribe's Indian Preference Policy applies to this position. First preference will be given to qualified, enrolled Skokomish tribal members. Second preference will be given to qualified Native American applicants who provide proof of enrollment in a federally recognized tribe. Applicants not entitled to, or who fail to claim Indian Preference, will receive consideration without regard to ethnic/national origin, marital status, sexual orientation, religion, disability status, or membership in the tribal organization.

**APPLICATION INSTRUCTIONS**

Application must be filled in completely (Do not write "see resume"). APPLICATIONS THAT ARE NOT COMPLETELY FILLED OUT AND TURNED IN BEFORE CLOSING DATE WILL NOT BE CONSIDERED

NOTE: Resumes and Cover Letters are only accepted in support of the application

JOB DESCRIPTION APPROVAL:

CEO: \_\_\_\_\_ Date: \_\_\_\_\_

Employee: \_\_\_\_\_ Date: \_\_\_\_\_