



Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

VACANCY ANNOUNCEMENT

POSITION TITLE: EARLY CHILDHOOD EDUCATION DIRECTOR

SUPERVISOR: CHIEF EXECUTIVE OFFICER

OPEN: OPEN UNTIL FILLED

SALARY: DOE/DOQ 1 FTE

REPRESENTATIVE DUTIES INCLUDE: 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. In coordination with the Community Development Office, develops and finalizes grant applications and contracts as well as other required correspondence. 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. 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.

MINIMUM QUALIFICATIONS:

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. 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.

Behavioral Standards: Respectful, courteous, and friendly to customers, other tribal employees, and tribal leaders. A team player that helps the organization meet its objectives. Takes initiative to 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 residents have place in each of us. Demonstrates honesty and ethical behavior.

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

MUST RECEIVE APPLICATIONS: Open until filled. The Skokomish Tribe's Policies and Procedures apply to this position, including Indian Preference, Confidentiality and Drug-Free Workplace. Contact the Personnel Office for a full job description and information on this position or the Skokomish Indian Tribe's policies.

Reviewed and approved

CEO Initial: ____ Date: _____

5/1/2026