Please post

Quileute Tribal Council

•QUILEUTE INDIAN TRIBE•

Personnel Department

PO Box 279 La Push, WA 98350
(360) 374-4366/4367 Fax (360) 374-4368

Quileute Head Start
Job Description

Position Title: **Head Start Director**
Supervisor: Executive Director
Salary: DOQ/E
Open: December 7, 2016 Closes: December 21, 2016 **OR until filled

Duties and Responsibilities:

1. Complete all grant applications.
2. Ensure compliance with all necessary PDM documents including the Self- Assessment, Community Assessments, Program Goals and Objectives, position descriptions, written plans and policies and procedures.
3. Supervise and evaluate all Head Start employees.
4. Work closely with the Program Manager to assist and mentor as needed.
5. Maintain records including an annual report to the General Council.
6. Plan and lead weekly staff meetings in conjunction with the Program Manager.
7. Attend workshops and training pertaining to the Head Start Programs.
8. Sign off on all Purchase Request and Travel Advance.
9. Support the Policy Council and Parent Committee in holding monthly meetings.
10. Ensure compliance with federal regulations including the Head Start Performance Standards.
11. Provide direction, training and support to all Head Start employees.
12. Organize and attend community activities such as meetings, graduation and other events.
13. Work closely with the Tribal Council and Policy Council.
14. Submit progress reports to the Executive director and or Tribal Council and other persons as appropriate.
15. Maintain fiscal records and accountability of Head Start funds. Including budget and reporting requirements.
16. Work with parents and community members who have complaints regarding the Head Start Program.
17. Acts as a positive role model and enjoys working with Head Start children, families and staff.
18. Complete other duties as assigned.

Minimum Qualifications:

1. Must have BA in Early Childhood Education or related field, MA preferred.
2. Experience with Native youth and families preferred.
3. Must be willing to attend out of town and/or overnight trainings.

4. Must pass a criminal background check and drug screen.
5. Must have a valid Washington State Drivers' License
6. Must maintain a Commitment to Confidentiality.
7. Must comply with the Standards of Conduct
8. Must have or obtain food handler's permit, First Aid/CPR card, and a recent TB test within 90 days of employment.
9. Must have good record keeping skills.
10. Must work effectively with children and be able to assist children weighing 50 pounds.
11. Must be reliable and prompt.
12. Must be able to follow all Policies and Procedures.

All candidates for employment with the Quileute Tribe will be required to undergo drug screening prior to official for employment by the Quileute Tribal Council. Must adhere to Personnel Policies and Drug and Alcohol Policies.

The statements contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload. Individual must have good work ethics and daily attendance is a must.

******Priority consideration date: **December 21, 2016** thereafter 2 weeks

Must submit transcripts, certificates.

Interested applicants submit a QTC job application, resume and cover letter to the following address:

Quileute Tribal Council
C/O Personnel Department
PO Box 279
La Push, WA 98350

Visit our website at www.quileutenation.org for a job application/description

If applicants have equal qualifications, preference will be given to a Quileute Indian applicant and other preference to Native Americans and Alaskan Natives, except as provided by the other Indian Preference Act (Title 25 U.S. code section 471 & 473). There will be no discrimination in selection due to race, color, creed, age, sex, nation origin, physical handicap, marital status, political membership or non-membership in an employee organization.