



# Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

## Human Resources Department

P.O. Box 279 • La Push, WA • 98350

(360) 374-4367 | 4366 | 2175 | 6561 • Fax (360) 374-4368



# Job Description

## Head Start Director

**HOW TO APPLY:** Send Application Package to the address listed below.

Applications can be downloaded at [www.quileutenation.org/job-openings/](http://www.quileutenation.org/job-openings/)

Via email: [hr@quileutenation.org](mailto:hr@quileutenation.org)

-OR-

**The Quileute Tribe  
Human Resources Department  
P.O. Box 279  
La Push, Washington 98350**

**Ensure your application contains:**

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED, If Applicable**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

***NOTE: Incomplete applications will not be considered.***

Position: **Head Start Director**  
Supervisor: Education Director  
Location: Early Childhood Education Center  
Work Info: Full Time: 40 Hrs/Week (M-F)  
Salary: DOQ/E

### **POSITION SUMMARY:**

The Head Start Director is responsible for program design and management of the Tribal Head start. The Director reports and consults with the Quileute Education Director and the policy council in determining plans and policies to be observed. Work involves organizing, monitoring and delivery of services of the Head Start. Develops and finalizes the annual Head Start grant application, (PIR) Program Information Report, and other reports required by Head Start regulations Directly supervises the Head Start. Develops and implements an annual budget in collaboration with Tribal fiscal department. Assists in facilitating an annual program review by staff and parents using a review instrument to assure quality programs.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:**

- Complete all grant applications.
- 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.
- Supervise and evaluate all Head Start employees.
- Work closely with the Program Manager to assist and mentor as needed.
- Maintain records including an annual report to the General Council.
- Plan and lead weekly staff meetings in conjunction with the Program Manager.
- Attend workshops and training pertaining to the Head Start Programs.
- Sign off on all Purchase Request and Travel Advance.
- Ensure compliance with federal regulations including the Head Start Performance Standards.
- Provide direction, training and support to all Head Start employees.
- Organize and attend community activities such as meetings, graduation and other events.
- Work closely with the Tribal Council and Policy Council.
- Submit progress reports to the Executive director and or Tribal Council and other persons as appropriate.
- Maintain fiscal records and accountability of Head Start funds. Including budget and reporting requirements.
- Work with parents and community members who have complaints regarding the Head Start Program.
- Acts as a positive role model and enjoys working with Head Start children, families and staff.
- Other duties as assigned.

### **SKILLS, KNOWLEDGE AND ABILITIES**

- Must maintain a Commitment to Confidentiality.
- Must comply with the highest standards of conduct
- Must have or obtain food handler's permit, First Aid/CPR card, and a recent TB test within 90 days of employment.
- Must have good record keeping skills.
- Must work effectively with children and be able to assist children weighing 50 pounds.
- Must be willing to attend out of town and/or overnight trainings.
- Must be reliable and prompt.

**WORK ENVIRONMENT:**

- Classroom, playground, and office

**PHYSICAL DEMANDS:**

- Ability to lift 40 lbs

**SUPERVISORY RESPONSIBILITY:**

- yes

**QUALIFICATIONS:**

**Required Qualifications:**

- Must have BA in Early Childhood Education or related field
- Current Food Handlers Permit, TB test, First Aid and CPR card or enroll and attain as soon as possible after hire.
- Must be able to maintain strict confidentiality
- Must possess a valid Washington State Driver's License or obtain
- Must pass criminal background check and drug screen
- Must be reliable and prompt.
- Must be in good health.
- Yearly Physical required along with a current TB screening.
- Current Immunizations as stipulated in OHS performance standards.
- Able to follow all policies and procedures set forth by the Head Start Program and Tribal Council.

**Minimum/Preferred Qualifications:**

- MA in Early Childhood Education or related field
- Educational requirement can be substituted with five plus (5+) years' experience in management within a Head Start/Child Care Program, including experience in budgeting, head start standards, supervision, and administration.
- At least two years' experience working with diverse populations or in a Tribal community preferred.
- Understanding of Quileute culture and the La Push community preferred.

## **GENERAL INFORMATION:**

The statements contained herein reflect the 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.

**Special Requirements:** Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

**Indian preference will apply.** If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

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