

COUNCIL OF ATHABASCAN TRIBAL GOVERNMENTS

POSITION DESCRIPTION

TITLE: Early Head Start Program Manager

PURPOSE: To lead the Early Head Start management team and staff to provide high quality services to pre-natal mothers, infants, toddlers and families in accordance with federal EHS Performance Standards and procedures developed by Council of Athabaskan Tribal Governments (CATG), including cultural aspects, native language, and elder involvement.

RESPONSIBILITIES:

This position has direct responsibility for 1) management team hire, development, supervision and evaluation; 2) program and budget management; 3) facilities oversight, and 4) reporting. The program manager promotes the program regionally and represents the program to the larger community. The program manager works with the Athabaskan community to maintain a positive vision for a culturally- and place-based Early Head Start.

MAJOR DUTIES:

- Plans drafts, coordinates, and implements the Early Head Start grant plan, providing leadership and direction for all components, interpreting all government statues, policies and procedures pertaining to Early Head Start.
- Pursues funds for program expansion.
- Develops the program's administrative work plan and reviews and assesses component work plans.
- Adheres to CATG policies and procedures for fiscal and personnel management.
- Establishes effective lines of communication and working relationships with staff, parents, and partner organizations.
- Develops, organize and accurately maintains internal and external systems and procedures for monitoring, reporting, and administrative efficacy.
- Coordinates, implements, gather and analyze data for the Community and Program Self-Assessments.
- Develop and implement staff professional plans and is responsible for staff evaluations
- Supports the Early Head Start Policy Council in planning, organizing and conducting program governance activities.
- Assures that confidentiality is appropriately maintained in working with Early Head Start children and their families and staff.
- Oversees data collection, coordination and submission in collaboration with program specialist
- Perform other job related duties as required for the smooth running of the program and as assigned by the CATG administration.
- Provide on-site visits and coordinate supervision for Family Advocates in one program site.
- Village travel is required.
- Advocate for young children and their families in the region.
- Honor the principles of the National Association for the Education of Young Children (NAEYC) Code of Ethical Conduct.
- Perform other related job duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Foundation Skills:

- Excellent reading, writing, math, listening and speaking skills.

Thinking Skills:

- Demonstrates excellent critical thinking, decision making, problem solving and reasoning skills.

- Ability to read, interpret and apply a wide range of information and policies.

Technology Skills:

- Excellent computer skills including working experience with Word, Excel, Access, PowerPoint, Publisher, Movie Maker software and organizational software tools.
- Excellent technology skills including troubleshooting daily computer issues, using multiple media communication tools, use transcribing machines, copiers, printers, FAX machines and other equipment.
- Skill in operating word processing equipment with a minimum typing speed of 50 wpm.

Interpersonal Skills:

- Establish and maintain effective and professional working relationships with other employees, public and private officials, and the general public.

QUALIFICATIONS:

- B.S./B.A. Degree in Early Childhood Development or related field with an emphasis in early childhood development.
- Knowledge of the Early Head Start Performance Standards and regulations for Head Start programs.
- Minimum of three (3) years successful administration experience, including staff supervision, networking, communication, program development in administration, grant and report writing, and financial management.
- Demonstrated ability interacting with the Native and non-Native community.
- Must be able to work with Alaska Native people and cultures in rural environments.
- Must be able to operate within a framework of pertinent federal, state, and other applicable laws, rules, regulations, and guidelines.

OTHER:

Prior to employment, must have:

- Physical examination and current negative TB clearance
- Three letters of recommendation
- Criminal records search release
- Health history
- Drug testing under the authority of P.L. 93-638, Indian Preference shall be given to the applicant(s) who meet the minimum qualifications.
- Under the authority of P.L. 93-638, Indian Preference shall be given to the applicant(s) who meet the minimum qualifications.
- Under the authority of P.L. 101-630, a Character Investigation is required for anyone in a position, which may have contact with children.
- As a Federal Contractor, CATG is required to show compliance with the Drug Free workplace act of 1988. CATG has initiated and maintains a Drug and Alcohol Testing Policy, which includes pre-employment testing thereafter.

Title: Early Head Start Program Manager
Location: Fort Yukon, Alaska
Supervision: Education Director
Classification: Full-time W/Benefits
Salary: CATG Scale

Signature

Date