



HUALAPAI NATION JOB ANNOUNCEMENT OPEN COMPETITIVE

JOB TITLE: Director
DEPARTMENT: Head Start
CLASS: Non-Covered/Exempt
SALARY: D.O.Q
OPENING: July 11, 2013
CLOSING: July 31, 2013

POSITION SUMMARY:

The Head Start Director has full responsibility for the planning, directing, and administering the Hualapai Head Start Program. The Director plans, organizes, and monitors program operations, functions, activities, services, and staff. The Director is responsible for program planning, program development, program management, self evaluation, and on-going community relations.

DUTIES AND RESPONSIBILITIES:

- Develops and implements program plans.
- Develops program goals based upon current community needs assessment which he/she designs and coordinates.
- Interprets governmental statutes, regulations, transmittal notices, and memorandums, and translates them into policies and procedures.
- Coordinates planning of component coordinators.
- Manages general operations according to an organized, written administrative plan.
- Supervises the preparation of grant applications.
- Promotes open communication and good public relations.
- Communicates policy changes and current business to the parents and Policy Council, Tribal Council, and staff, and promotes communication between them.
- Maintains positive working relationships with other agencies, businesses, volunteers who provide services to Head Start children and their families.
- Supervises in-kind and volunteer programs.
- Participates in inter-agency Tribal events.
- Develops and monitors financial plans and budgets.
- Submits annual budget to Tribal Council, Policy Council and funding source.
- Prepares budget modifications and applications for one-time funds as needed.
- Supervises expenditures in keeping with budgets.
- Manages property in keeping with Head Start guidelines.
- Provides direction and leadership for staff, parents and Policy Council.
- Assigns, develops, trains, supervises and evaluates program staff and their work.
- Supports current tribal personnel policies and procedures and Head Start in-house policies.

- Develops and implements in-service training and technical assistance plan.
- Establish CDA training and other career development programs for staff and parents.
- Serves as Tribal “Selecting Official” for hiring Head Start staff.
- Conducts annual self evaluation of all areas on the Head Start Program.
- Cooperate with program audits.
- Submits appropriate monthly and quarterly reports.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Must have training, experience or education that will equip him/her to carry out the duties and responsibilities of the job.
- Must possess a valid driver’s license and be eligible for the tribe’s insurance.
- Must possess a High School diploma or GED.
- CDA and Bachelors degree in Early Childhood Education, Business Administration or related field preferred.
- Knowledge of the principles of management, administration, budgetary procedures, human development, and the learning process.
- Knowledge of functions, practices, and objectives of Head Start social service grantee agencies, and Tribal personnel policies and procedures.
- Knowledge of permanent federal, state and local laws, rules, regulations and guidelines.
- Ability to solve problems, communicate effectively and establish effective working relationships with management, children, employees, parents and the community.
- Ability to write grants, letters and plans.
- Ability to pass an employment Drug/Alcohol screening process, including random checks.
- Annual physical required.
- Must be willing to attend overnight, off-site workshops or meetings.

HOW TO APPLY:

Submit a **completed** Employment Application to: Human Resources Department, PO Box 179, Peach Springs, AZ 86434, fax (928) 769-1191, or call (928) 769-2215/2216 for information. **To be considered for employment, the Human Resources Department must receive a completed application by 5:00 PM on the closing date.** A resume **will not** be accepted in lieu of a completed employment application. **All applications and supporting documentation submitted becomes the property of the Human Resources Department, please keep copies for your own reference.**

PREFERENCE:

All applicants are considered without regard to age, sex, race, national origin, religion, marital status, or physical disability. However, preference may be extended to persons of Indian descent in accordance with Public Law 88-355, Section 703 (702-71) and public Law 93-638, Section 7B.

THE HUALAPAI TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM
Auxiliary aids and services available upon request to individuals with disabilities