

**HUALAPAI NATION  
JOB ANNOUNCEMENT  
OPEN COMPETITIVE**

**JOB TITLE:** Director  
**DEPARTMENT:** Head Start  
**CLASS:** Non-Covered/Exempt  
**SALARY:** D.O.Q  
**OPENING:** June 2, 2014  
**CLOSING:** Open until filled

**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:**

- Interprets governmental statutes, regulations, transmittal notices, and memorandums, and translates them into policies and procedures.
- Supervises the preparation of grant applications.
- Promotes open communication and good public relations.
- 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.
- 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.
- 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.
- 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.
- CDA and Bachelors degree in Early Childhood Education, Business Administration or related field preferred.
- Knowledge of permanent federal, state and local laws, rules, regulations and guidelines.

**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.**

**THE HUALAPAI TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM**

**Auxiliary aids and services available upon request to individuals with disabilities**