



# Tolowa Dee-ni' Nation

## Position Description

**Title:** Head Start Program Manager  
**FLSA:** Exempt  
**Pay Grade:** 10 (\$60,049-\$83,824)  
**Subordinates:** HS Staff

**Department:** Education  
**Status:** Full Time  
**Supervisor:** Education Director  
**Grant Funded:** Partial

### Position Summary:

Under the general supervision of the, Education Director the Head Start Program Manager will manage the day-to-day operations and oversee the program to ensure smooth functioning of the Head Start program in all areas to provide quality services to children and families, and to support the goals of the program. The Head Start Program Manager is responsible for ensuring adequate systems are in place to maintain the highest quality of services to children and families in compliance with Head Start Performance Standards. The Head Start Program Manager will perform the duties required to manage family partnership functions, case management services and activities, and recruitment and enrollment responsibilities. This position serves as principle agent in the development of collaborative agreements with family support services and related agencies. The Head Start Program Manager is responsible for development and coordination of comprehensive nutritional services for enrolled children and ensures that parents, staff, and volunteers receive training in various elements of the health and nutrition component.

### Essential Duties and Responsibilities:

1. Carries out goals, policies and activities designed to implement Head Start Program Performance Standards.
2. Participate in the design of internal structures, systems and policies.
3. Assures shared governance process is clear and facilitator of communication between Policy Council and Tribal Council.
4. Develops and maintains specific program policies and procedures to meet federal, state and local regulations.
5. Work directly with the Head Start Tribal Council and Policy Council to implement plans, develop priorities, expand services and maintain community awareness.
6. Assist in preparation and monitoring of grant application, budget application and community assessment.
7. Schedule and participate in annual USDA/CACFP training.
8. Submit monthly USDA/CACFP reports to CACFP office.
9. Attends and reports on a monthly basis to Policy Council and Tribal Council. Keeps Policy Council and Tribal Council informed of general program operations and requests their input and actions as required by Head Start Performance Standards following the approval areas required in 1304.50 Appendix A.
10. Provides or oversees orientation and pre-service training to new Policy Council members and staff.
11. Ensure consistency in service delivery across program with attention to inclusive practices and integration of component areas; encourage continuous improvement of systems.
12. Responsible for program development and implementation, focusing on a family centered approach consistent with the goals and objectives of the program.
13. Ensures compliance with all applicable local, state and federal contacts, surveys and licensure as appropriate for Head Start and other state/tribal contracts.
14. Participate in development of program interagency agreements and contracts.

15. Completes cycle on site monitoring to ensure that component goals, objectives and mandates are on schedule and achieved. Site monitoring will require reports to be submitted to the Education Director on a monthly basis.
16. Oversee the development of training of staff. Ensure the development and implementation of the training plan for staff and parents.
17. Completes introductory and annual performance evaluations for staff.
18. Provides guidance to staff directly and indirectly supervised in the areas of staffing patterns, job descriptions, performance standards, job priorities, professional development, etc.
19. Facilitates a team approach to management ensuring a favorable work climate and time completion of all requirements.
20. Conducts inventory of equipment and materials and arranges for purchase in conjunction with site staff.
21. Maintains partnerships with local tribes, health service providers and local educational agencies.
22. Establish and maintain relationships and collaborations with public school districts, systems of higher education, and other community agencies and partners.
23. Will participate in networking with other Head Start programs and other professionals in early childhood education and health fields.
24. Participates in training and/or arrangement of training for staff, and facilitates weekly staff meetings.
25. Oversee development of an annual calendar of activities and deadlines for program use.
26. Leads local annual self-assessment process with Policy Council, staff, and community members.
27. Assists families in achieving goals and objectives of family partnership agreement by coordinating support services, making contacts with agencies, providing transportation, scheduling appointments, etc.
28. Collaborates with families to identify to identify and access community resources based on their needs for such services as clothing, food, housing, and transportation.
29. Provides educational or other appropriate interventions including counseling programs, and mental health issues, i.e. substance abuse, child abuse, neglect, and domestic violence.
30. Track professional development of staff.
31. Understanding and implements all safety rules, emergency procedures, and establishes policies, etc.
32. Establish and maintain systems to document and track program performance; meet reporting and evaluation deadlines as required.
33. Coordinates all recruitment, selection and enrollment processes.
34. Ensures the eligibility for all enrolled children and established systems to routinely verify parents' eligibility.
35. Plan and facilitate nutrition support services for identified children and families through team case management procedures.
36. Ensure and maintain a safe and caring environment for both children and staff.
37. Oversees all program purchase orders, personnel actions, travel requests, incident reports, action requests, etc.
38. Participate in required Tolowa Dee-ni' Nation (TDN) meetings and trainings and work cooperatively with all TDN departments.
39. Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.
40. Willing to support Tolowa language acquisition and development.
41. Other duties as assigned.

**Minimum Qualifications:**

1. Bachelor's Degree in Childhood Education or related field with 4 years' experience teaching head start/preschool and 2 year specialized experience in direct program management and supervision; A.A. Degree in Childhood Education or related field. At least 8 years' experience teaching head start/preschool and 2 years' experience in direct program management and supervision; equivalent combinations of specialized training, education and experience, will be measured.
2. Ability and knowledge to work with 3-5 year old children and meet Head Start standards of conduct and confidentiality.
3. Must submit to and pass a pre-employment drug and alcohol screen and criminal background investigation.
4. Requires computer literacy in a Microsoft office environment.
5. Must pass physical examination, including tuberculosis screening, on initial hire and annually.
6. Must submit to and pass a pre-employment drug and alcohol screen.
7. Must pass physical examination, including tuberculosis screening, on initial hire and annually.
8. Qualified American Indian Preference applies.

**Supervisory Responsibilities:**

Is responsible for the overall direction, coordination, and evaluation of this unit, carries out supervisory responsibilities for all subordinate staff in accordance with Tolowa Dee-ni' Nation (TDN) policies and applicable laws. Responsibilities include interviewing, hiring, training, appraising performance of employees. Planning, assigning, and directing work, discipline, addressing complaints and resolving problems for the employees. Directly supervises ECE/Health Services Coordinator, Teachers, Teacher Assistants, Special Needs Aides, Administrative Assistant, Nutrition Specialist, Assistant Cook and occasional contractors.

**Language Skills:**

Ability to read, analyze, and interpret technical manuals and government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions, while facilitating group meetings.

**Mathematical Skills:**

Ability to work with mathematical concepts such as probability and statistical inference ability to apply concepts such as fractions, percentages, ratios, and proportions.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Certificates, Licenses, Registrations:**

Must possess and maintain a valid, state-issued driver's license, submit a Department of Motor Vehicles (DMV) driving history, and be eligible for Tribal vehicle insurance.

**Physical Demands:**

While performing the duties of this job the employee is regularly required to sit, use hands and fingers, handle and feel. The employee is frequently required to stand, walk, and ascend and descend steps. The employee must regularly lift and/or move up to 30 pounds and occasionally lift and/move 50 pounds.

Position may require occasional overnight travel. Requires the ability to drive 7 hours within a 24 hour period.

**Vision Requirements:**

1. Close vision (clear vision at 20 inches or less).
2. Distance vision (clear vision at 20 feet or more).
3. Color vision (ability to identify and distinguish color).

**Work Environment:**

The work environment temperature can fluctuate between 50-80 degrees Fahrenheit due to open doors and windows. The job will could require inside and outside activities. There are many distractions and the noise level can escalate.

**Additional Employment Conditions:**

All Tolowa Dee-ni' Nation employees must submit to a background check and abide by all Tribal, federal, and state laws. All employees must comply with Tolowa Dee-ni' Nation drug free workplace policy and will be subject to pre-employment, for-cause, and post-accident drug and alcohol testing.

Section 408 of the Indian Child Protection and Family Violence Prevention Act of 1990 (Public Law 101-630) requires an investigation of the character of each individual who is employed, or is being considered for employment, in a position with duties and responsibilities that involve regular contact with or control over Indian children. A criminal history investigation will be performed and the applicant must meet the minimum standards of the Act.

In compliance with TDN laws and policies, the applicant must be in good standing with TDN and its entities. Past employment will also be taken into consideration.

**Acknowledgment:**

I have read this job description and fully understand the requirements set forth herein. I hereby accept this position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

Tolowa Dee-ni' Nation has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all function, responsibilities, skills and abilities. Additional functions and requirements may be assigned by Tolowa Dee-ni' Nation as deemed appropriate. I further understand that my employment is at-will and thereby understand that my employment can be terminated at-will by the facility or myself, and that such termination can be made with or without notice.

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_