

CHEYENNE RIVER SIOUX
TRIBE HEAD START PROGRAM
PROGRAM DIRECTOR

DESCRIPTION OF WORK

General Statement of Duties: Provides for the overall supervision of the Cheyenne River Head Start Program.

Supervision Received: Tribal Education Agency Director.

Supervision Exercised: Immediate supervisor of the Head Start Management staff. Office Manager/Bus Driver Supervisor, Budget/Computer Information Manager, Training Development Manager, Family Service Specialist Manager, Health/Mental Health Manager, Early Childhood Teacher Supervisor Manager, Nutrition Manager, Facilities Maintenance/Transportation Worker and overall program staff.

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

Provide leadership in planning, monitoring, evaluating, training, implementation, consultation, and financial administration for the project in consultation with the Policy Council parents, staff and other appropriate resources of the program.

Direct program operation in a manner consistent with the requirements of contractual agreements, laws, regulations, and finding documents, and in accordance with the established policies and procedures of the Tribe and Head Start Program.

Provide direction to the implementation of all component planning, organization, implementation, oversight, coordination, evaluation, and development activities in consultation with component coordinators and supervisors.

Provide information, reports, data, advertisement, and meeting coordination activities on behalf of the Policy Council.

Interpret all governmental statutes, regulations, transmittal notices, memorandums, and other communication that pertain to the Head Start Program and develop policies and operating procedures in consultation with the Policy Council and Tribal Administrative resources.

Coordinate activities to ensure in-kind and volunteer program requirements are met.

Administer the fiscal accounting management system, monitor budget revisions, property procurement and inventory control, and all other financial management functions to ensure financial administration in accordance with the financial accounting and reporting requirements and applicable laws and regulations regarding financial management.

Monitor program reporting requirements of staff, and review and interpret monthly statistical and narrative program reporting outcomes to ensure quality program implementation; provide consolidated reports to the Policy Council and granting agency, and other appropriate resources.

Utilize reporting and evaluation data and information to maintain, improve, and/or correct the delivery of program services.

Review and make recommendations regarding staff personnel actions, including employment, retention, development, promotion, and termination.

Establish Child Development Associate (CDA) and other career and training opportunities for staff and parents; develop and coordinate the implementation of the training and technical assistance plan.

Conduct staff consultation, training, improvement, planning, evaluation, and other meetings to coordinate program administration and development needs and activities.

Establish and implement administrative procedures and policies to assure efficient program operation, compliance and quality delivery, in accordance with the approved program. Identify and process required documents for program amendment or modification to the granting agency.

Function as liaison between the program and other entities, which will assist and/or impact the delivery of the program.

Keep all records and daily transactions confidential in accordance with the CRST Policies and Procedures, and other regulatory requirements.

Other job related duties as assigned.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Knowledge of the principles of human development and the learning process as well as practices and objectives of the Head Start Program. Knowledge of the role and function of a wide range of social, health, education, and other agencies, programs or other resources that can be assessed to support and/or provide service to the program. Required technical skills in planning, policy and procedure development and administration, program development, program evaluation, personnel evaluation, financial management, grant writing, research and program reporting. Leadership ability. Good interpersonal and communication skills, including to implement its work as part of a team. An understanding of Head Start philosophy and the ability to implement its principal of shared authority and decision-making; human services program management.

Education: High School Diploma or GED. B.S. in Early Childhood Education; or a B.S. Degree in Elementary Education required; or M.A. in Education Administration preferred.

Experience: Three (3) years of experience in program planning, budgeting, operation and evaluation, and use of information systems and databases. Must have grant writing experience. Must have three (3) years of supervisory experience in a related field.

Special Requirements: Must have a valid SD driver license. A physical exam is required within ten (10) days upon being hired and a yearly physical thereafter. A TB Test is required with first physical exam only. Must start the Hepatitis B vaccine series within ten (10) days of work assignment start date. If incumbent has previously received the series of shots, please attach proof of documentation. Incumbent must be certifiable for First Aid and CPR as required by the Head Start Performance Standard.

Incumbent is subject to CRST Drug Testing Policy, subject to Tribal/Local, Federal and State background checks in accordance with P.L. 101-630, P.L. 101-647 and Resolution No. 86-2013-CR. Must maintain strict confidentiality.

Revised Date: 11.7.22