



Director/Educational Coordinator Job Description

Position Title: Director/Educational Coordinator

Position ID #

Facility: Head Start

Job Family: Comp Grade: (T) Starting \$27.80 Status: FT
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Position Summary:

Responsible for overall administration of the Head Start program per the Head Start Performance Standards. Responsible for grant application and submission as well as fiscal oversight of the day to day and month to month Head Start, State of WI and CACFP grants and all other funding sources. Responsible for Head Start monitoring reviews. Responsible for collaborative agreements with school districts for 4K and other services as well as other community members. Will strive for continuous quality improvement throughout all components to meet/exceed Head Start Program Performance Standards, State of Wisconsin Group Child Care Center licensing requirements, and other appropriate performance indicators. Will work with staff to develop and maintain Professional Development Plans and will schedule any necessary trainings.

Essential Functions:

- Responsible for overall center operation. Work with management staff to develop, implement, and monitor key management systems, to ensure delivery of quality comprehensive child development services for children and families. Provide direction and leadership for the center.
- Program Governance. Ensure a Policy Council governance structure is in place (yearly) and meet with Policy Council and Tribal Council monthly to meet Head Start Performance Standards governance requirements. Encourage and facilitate ongoing involvement in the planning and design of the Head Start program to meet the unique needs of the St. Croix community, with input from staff, parents, Policy Council, and Tribal Council as required by the Head Start Performance Standards (shared governance).
- Planning. Establish a Community Assessment Team to conduct a Comprehensive Community Assessment every 5 years, updated annually. Develop program mission, strategic goals and program options based on resulting information. Written plans, policies, and procedures must be reviewed at least annually.
- Communication. Develop and maintain effective communication system with parents, Policy council, Tribal council, and among staff. Conduct monthly staff meetings and coordinators meetings. Monitor pertinent state and federal statues, regulations, transmittal notices and information memorandums and disseminate as appropriate. Must have strong interpersonal and written communication skills.
- Record keeping and recording. In partnership with coordinators, develop and maintain effective recordkeeping and reporting systems required for all component areas. Disseminate to coordinator's quarterly reports to Policy Council, Tribal Council, coordinators and. Ensure PIR (Program Information Report) is completed annually. Ensure that other program reports

(annual report) and monthly HSES enrollment reports are completed and submitted as required.

- Ongoing Monitoring. Establish ongoing monitoring system to ensure programs and services are meeting the needs of the children and families of the program.
- Self-Assessment. Establish effective system of program self-assessment. Develop summary report identifying program strengths and opportunities for improvement.
- Human Resources. Develop and maintain an effective system of human resources management, including Personnel Policies and Procedures in compliance with the Head Start Program Performance Standards and State of Wisconsin Group Child Care licensing requirements. Facilitate a team effort to include all staff at the Head Start.
- Fiscal Management. Develop budgets and prepare grant application using shared decision-making approach. Work to monitor budget expenditures throughout the program fiscal year, in consultation with accounting staff. Work closely with administrative Assistant to monitor federal and non-federal share expenditures for reports. The tribe is responsible for generating accurate monthly financial reports to programs, submission of SF429 reports, audit reports, property and procurement and overall fiscal management of all tribal programs.
- Ensure annual inventory is completed and submitted as needed per Head Start Performance Standards
- Must have knowledge of USDA: Child/Adult Care Food Program.
- Oversee Early Childhood Development and Health Services, Family and Community Partnerships, and Program Design and Management components. Responsible for development and annual review of the Program Design and Management Plan.
- Responsible for supervision of Head Start staff.
- Must be able to work flexible schedule to accommodate the needs of children and families served.
- Facilitate parent and community involvement in curriculum development and curriculum activities.
- Work collaboratively with family service staff to plan and implement trainings on child development, parenting, and nutrition, health and disabilities services offered to enrolled families and staff.
- Design and revise Implementation Plan for Head Start.
- Monitor the Desired Results Developmental Profile child assessment implementation and utilize reports to enhance program quality and to assist with attainment of School Readiness goals for children enrolled in Head Start as well as utilizing DRDP data to enhance program quality and individualized assistance to teachers.
- Work collaboratively with teaching staff to maintain on-going contact/communication; especially pertaining to staff trainings, resource needs, and classroom supply needs.
- Review lesson plans, daily schedule, cultural, and transition activities to determine implementation of developmentally appropriate practices and cultural appropriateness.
- Work collaboratively with teaching staff to ensure curriculum implementation in the classroom, occurrence of regularly scheduled home visits, family nights, best practices of child growth and development principles, monitoring of child assessment and child outcomes.
- The above identified responsibilities are not intended to reflect all tasks required.

Supervisory Responsibilities: Supervise all Head Start staff

Directly Reporting to:

St. Croix Tribal Administrator

Matrix of INDIRECT Reporting

St. Croix Tribal Council

Type of Supervisory Responsibilities: Supervises Head Start staff

St. Croix Chippewa Indians of Wisconsin Leadership will strive to uphold the mission, vision, and values of the organization. They will serve as role models for staff and act in a people centered, service excellence-focused and results oriented manner.

Scope and Complexity:

Interacts with all levels of management and employees; maintains professionalism and ensures quality and safety of Head Start program aligned with the Head Start Performance Standards. Skill and experience in grant writing and fiscal grant management. Must maintain confidentiality and relaying highly sensitive messages, and appropriate application of business operations and practices.

REQUIRED: Passing a Criminal Background Check

Physical Demands/Environment Factors:

OE-Typical Office Environment: (Accountant, Administrative Assistant, Consultant, Program Manager)

- Requires extensive sitting with periodic standing and walking.
- May be required to lift up to 50 pounds.
- Needs adequate visual acuity, ability to grasp and handle objects.
- Need ability to communicate effectively through reading, writing, and speaking in person or on the telephone.
- May require off-site travel.

Minimum Qualifications

- Must have a minimum of BA and three years of experience in the Early Childhood field.
- Must have demonstrated leadership skills.
- Must have fiscal management experience with knowledge of grant writing/management
- Must have knowledge of organizational theory, child development, and management systems.
- Must have knowledge and experience in working effectively with Native American families, with awareness and understanding of the uniqueness of the St. Croix community.
- Must possess excellent interpersonal and communication skills, including the ability to work as a part of a team.

Preferred Qualifications:

- 5 years experience directing a Head Start or similar Early Childhood Education program.
- Grant writing and grant management experience.
- Knowledge of early childhood education and Head Start Performance Standards.

Native American Preference Given in Accordance with P.L. 93-638 and Amendments

EEPID	Employee Printed Name	Employee Signature	Date
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Supervisor Printed Name	Supervisor Signature	Date
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*These are expected to be updated regularly as responsibilities come and go, and will be used to notify employee annually. All signatures are required.