

**LOWER BRULE SIOUX TRIBE
LOWER BRULE HEAD START
JOB ANNOUNCEMENT**

JOB TITLE: Head Start Director

JOB CLASS: DOE (Level VIII)

JOB SUMMARY:

To administer the Head Start program and to maintain all performance standards, {Part 1302, part 1303, Part 1304, Subpart A, B, C, D, E and 1305, 1306, 1308} to supervise all staff and to follow all rules, policies and regulations as adopted by the Lower Brule Sioux Tribe. To keep all information confidential that comes to the employee by the nature of their job. Will report child abuse and neglect as directed by PL-101-630, "Indian Child Protection and Family Violence Prevention Act" of 1990.

Illustrative duties:

- Will make sure the program has 160 days or 1,020 hours of planned classes.
- Will provide a facility that meets all tribal/state and IHS licensing requirements.
- Will prepare all grant applications, USDA Food Contracts, JOM budgets and other applications as necessary.
- Will submit all reports as required by head Start, USDA Food Program, the Lower Brule Sioux Tribe and others as directed.
- Will prepare all written plans and other documents as required by the Head Start program and other agencies.
- Will provide training, supervision, and direction to all Head Start staff.
- Will be a member of those boards, which provide training, information, and other assistance to the Head Start program or the Lower Brule Sioux Tribe.
- Will maintain fiscal records and stay within the budgeted amounts as approved by the Head Start Grantee and Parent Policy Council.
- Will establish a working relationship with the parent Policy Council and the LBST Council.
- Will be an advocate for the Head Start children and their families.
- Will supervise the ordering of supplies, the payment of bills, staff training, building upkeep, transportation duties, and staff placement.
- Will Participate in all reviews, environmental surveys, and other assessments.
- Will ensure the organization of the Parent Policy Council, the parent committee, the Health Board and will schedule meetings as necessary.
- Will provide for on-going program assessment through managers monthly reporting system
- Will meet on a regular basis with staff and managers to assess the completion of goals, objectives, and timelines
- Will report to the grant, so they may be involved in the head Start process.
- Will assist the personnel issues, hiring's, terminations, and grievances

- Will insure that all policies are followed as directed by the lower Brule Sioux Tribe and the Head Start Bureau.
- Will be knowledgeable of the rules for grants and administration and will follow the fiscal guidelines.
- Will take part in the annual audit
- Will insure that the health and safety regulations are followed.
- Will comply with the Public Law 101-647 "Crime Control Act, Child Care Worker- Employee Background Checks' of 1990.
- Will comply with the Personnel Policies & Procedures of the Lower Brule Sioux Tribe.

Qualifications:

- Advanced knowledge such as demonstrated by a bachelor's degree in Early Childhood and appropriate field.
- A minimum of (7) years of professional leadership, management and supervisory experience.
- Knowledge in finance, Budgeting, and purchasing.
- Significant experience in administration including knowledge of State Licensing requirements and Head Start Professional Standards.
- Strong knowledge of the best practices and systems in the field of early childhood.
- Knowledge in working with Head Start children and parents.
- Valid SD Driver's license and proof of auto insurance.
- Current enrollment in Child Care division – Central Background Registry.
- Must pass pre-employment drug test
- Must pass pre-employment background check

Knowledge/Skills/ Abilities:

- Sustain concentration and ability to handle multiple tasks often simultaneously.
- Significant diagnostic and problem solving skills.
- Ability to direct and assess the performance of program supervisors and consultants.
- Ability to handle highly stressful situations.
- Ability to interpret and implement complex Policies and Regulations.
- Ability to work independently and maintain professional boundaries and confidentiality.
- Frequent sitting for long periods using computer, telephone, and other office machines.
- Strong organizational and time management skills.
- Ability to meet the tight guidelines of the Head Start program.

TO APPLY:

Submit LBST application/Resume to: Human Resources Dept.
 Lower Brule Sioux Tribe
 187 Oyate Circle
 Lower Brule, SD 57548

Opening Date: 08/04/23

Closing Date: Until filled