

LOWER BRULE SIOUX TRIBE HEAD START PROGRAM JOB ANNOUNCEMENT

JOB TITLE: Education Manager/Disabilities Manager

JOB CLASS: DOE

JOB SUMMARY: To provide a method for compliance with, and the implementation of Head Start Early Childhood, Early Learning & Knowledge Center (ECLKC) standards. To integrate the objectives and work plan of the Disabilities Performance Standards into necessary Head Start component areas. Will work under the direction of the Head Start Director.

DUTIES & RESPONSIBILITIES:

- Within 45 days of each individual child's enrollment, shall obtain linguistically and age appropriate screening, regarding a child's development, sensory (visual and auditory), behavioral motor, language, social, cognitive, perceptual and emotional skills.
- Will adapt a curriculum that developmentally and linguistically appropriate, and be inclusive of children with disabilities.
- Assist teaching staff with scheduling a daily routine.
- Provides a curriculum, which supports the emerging literacy and numeracy development and document each children's development and, document each child's progress, during the school year.
- Will provide screening, referral and evaluation of each child who demonstrates a need; IEP, planning, meetings, etc.
- Plan parent /teacher conferences.
- Encourage Head Start teaching staff to support and respect home language, culture, and family composition of each child enrolled.
- Make home visits, parent contacts and other methods of communication.
- Will provide training for Head Start teaching staff and will document all training.
- Maintain files and personnel development and career advancement.
- Will be responsible for work plans, grant application portions and other written plans, as necessary to maintain Head Start funding.

- Will coordinate with the Nutrition Manager to establish a method for coordinating nutrition activities within the classroom. Coordinate with HERSEA Manager and the Family Partnership Manager to establish information sharing for attendance, family partnerships, family training and parent communications.
- Will coordinate with mental health providers to establish methods for documentation of mental health services.
- Will be responsible for assisting in planning the Head Start school year. Will provide for planning of educational screenings, etc.
- Will partake in all Head Start activities, as directed by the Program Director.
- Will performs other duties, as needed, and as assigned by supervisor.

TO APPLY, submit a LBST application/resume and other pertinent documents to:
LBST-Human Resources Office
187 Oyate Circle
Lower Brule, SD 57548

OPENING DATE: 04/03/2023

CLOSING DATE: 05/03/2023