



HAVASUPAI TRIBE JOB DESCRIPTION

Position: Head Start Director
Classification: Exempt
Department: Head Start
Supervisor: Tribal Vice Chair
Salary: Grant Funded

Send resume and letter of interest to Diane Shaw at diane@drlawfirm.com

Position Summary

The Head Start Director is responsible for managing the Head Start and Early Head Start (HS/EHS) program for the Havasupai Tribe. The Head Start Director must provide leadership in planning, designing, implementing, and evaluating program standards and procedures. The Head Start Director achieves program objectives by leading staff, developing program strategies and plans, overseeing grant funds and budgets, setting and managing program performance measures, and ensuring compliance with all contractual and regulatory requirements.

Essential Duties & Responsibilities

1. Design, implement, and ensure policies and systems are in place to maintain highest quality of services, safety, and confidentiality to the children and their families in compliance with HS/EHS performance standards.
2. Responsibly manage the program budget and finances, and assist with securing funding through grants and other sources.
3. Understand contract, grant, and regulatory requirements of the program and be responsible for compliance with all requirements, including managing the CACFP Nutrition Program.
4. Assist with hiring HS/EHS staff, and serve as a staff leader by assessing performance, creating a positive work environment, and encouraging professional development.
5. Develop and maintain a professional and collaborative working relationship with the Policy Council and/or Parent Committee to ensure coordination when necessary.
6. Learn and appreciate Havasupai tribal culture and values, and ensure that program goals align with the culture and values.
7. Complete written reports and records on all aspects related to the HS/EHS programs.
8. Plan and lead regular staff and parent meetings.
9. Engage and motivate parental/guardian involvement.
10. Appropriately resolve conflicts and issues.

Minimum Qualifications

1. Bachelor's Degree in relevant field and three (3) years' professional experience working with children in a program setting.
2. Prior HS/EHS experience preferred.
3. Prior experience working with an Indian tribe preferred.
4. Must pass background and registry checks.
5. Must be able to stay in Supai, Arizona while the program is in session.

Knowledge, Skills, Abilities

1. Knowledge of principles, practices, and objectives of early childhood education and HS/EHS programs.
2. Knowledge of tribal customs and traditions.

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3. Knowledge of leadership, administration, human development, childhood learning, and financial management.
4. Experience with problem solving and group facilitation.
5. Strong organization, communication, and time management skills.
6. Ability to direct, assess, and motivate the performance of program staff.
7. Ability to handle highly stressful and sensitive situations in a professional manner.
8. Ability to interpret and implement complex policies and regulations.
9. Ability to work independently and maintain professional boundaries and confidentiality.
10. Frequent sitting, using computer, telephone, and other office equipment, and walking throughout Supai Village and potentially hiking in/out of Supai Village.