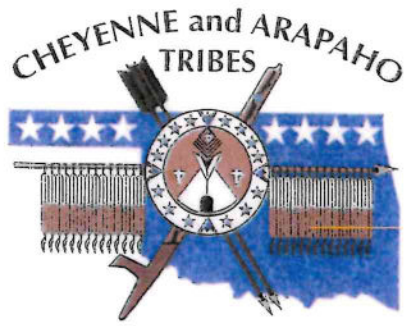


## PERSONNEL



PO Box 167  
Concho, OK 73022  
405.422.7498  
Fax 405.422.8222

### \*\*\*VACANCY ANNOUNCEMENT\*\*\*

**Job Title:** Director  
**Program:** Head Start  
**Reports to:** Executive Director of Education, Policy Council and Governing Board  
**Supervises:** All Head Start staff  
**FLSA Status:** Exempt  
**Employment Status:** Full-time, salary, 40 hours per week; usual hours 8:00-5:00; flexible schedule with possible early morning, evening, or weekend work.  
**Issued** October 21, 2022 Until Filled

All staff work towards this overall program goal: To assist each child in developing to his/her potential and to empower parents in their role as the most important and primary teachers, caregivers, and role models of their own children.

**GENERAL OBJECTIVE:** Responsible for overall program leadership, administration, and day to day operations. Plans, supervises, and implements compliance in all facets of Program Standards and regulations, and Cheyenne-Arapaho Tribes Personnel Policies and Procedures.

#### **DUTIES AND RESPONSIBILITIES:**

- Initiate and coordinate planning, development and implementation of all client and community services in a holistic manner that responds to emerging needs and involves staff in a collaborative manner.
- Responsible for supervision of maintaining complete and accurate child and family files, forms, and reports within allotted timelines to document and track family needs and services provided.
- Hire, supervise, train, and evaluate management staff; establish staffing patterns for program and delegate operation management duties.
- Responsible for compliance with all regulations of funding sources.
- Serve as a liaison between Program and funding sources, ensuring that policies and procedures are implemented within allotted timelines.
- Responsible for overall budget management and monitoring.
- Responsible for leadership in overall program planning, policies, personnel issues, decision-making and problem solving.
- Assure location, supervision and maintenance of buildings comply with relevant codes.
- Review all parts of program for quality control.
- Establish program work plan with appropriate time lines and activities.
- Model leadership and participate in agency activities and functions.

- Develop organizational structure and functions of each component; adjust system as needed.
- Responsible for ongoing reports to HHS, program contacts, and additional funding applications and grants when appropriate.
- Ensure effective functioning of Head Start Policy Council and effectively works with the policy council in the major functions of the Head Start Program.
- Provide and present required grants, policies, reports, and documents to Legislature and Policy Council for approval.
- Establish and maintain positive collaborations and communication with community organizations.
- Has the full authority necessary to provide for effective performance of the duties and responsibilities within the restrictions of applicable policies.

**PROGRAM PARTICIPATION AND TEAM MEMBER:**

- Arrives at work on time, punctually attends and actively participates in all program activities to include all staff meetings, overnight retreats, and trainings.
- Required to be a respectful, cooperative, and reliable team member and participate in program activities.
- Projects a professional work image, both in dress and manner.

**CONFIDENTIALITY:**

- Required to respect the confidentiality of information about enrolled children and families, personnel issues, and other program operations as appropriate.

**TRAINING:**

- In consultation with Supervisor develops own professional work goals and training plan. Participates in training as requested.

**QUALIFICATIONS:**

- Bachelor's Degree in Early Childhood or related field, and a minimum of three years' experience working with adults in a supervisory or teaching capacity, or equivalent combination of training and experience with willingness to obtain training as requested.
- Must be familiar with federal, regional, state and local tribal regulations as they apply to the specific area of program operation.
- Ability to understand and practice warmth, genuineness, and empathy in work with staff, parents and community.
- Demonstrated leadership ability in areas of planning, organization, group process, supervision and communication.
- Ability to clearly articulate the programs goals and philosophy.
- Ability to work with low- income families.
- Ability to function effectively in cross-cultural situations.
- Valid Oklahoma Driver's License and be willing to obtain a CDL and Bus Driver's License.
- Random Drug Testing.

- Obtain and hold a current food handler's card/first aid and CPR.
- Demonstrate thorough knowledge about the Head Start Program Performance Standards and regulations.
- Maintain compliance with Criminal History registry.
- Fully vaccinated for COVID-19.
- Cheyenne and Arapaho Preference.

I have read the above job description. I understand and will fulfill my responsibilities to the best of my ability.

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Signature

Date



**Cheyenne & Arapaho Tribes of Oklahoma  
Head Start Program**

**SALARY:** Negotiable, depending on qualifications and experience.

**APPLICATION PROCEDURE:** Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

**Personnel Department**

P.O. Box 167

Concho, OK 73022

Or e-mail: [atisdale@cheyenneandarapaho-nsn.gov](mailto:atisdale@cheyenneandarapaho-nsn.gov)

Office (405) 422-7498

Fax (405) 422-8222

Toll Free 1 (800) 247-4612 ext. 27498



To view all our current vacancy announcements, please visit our website at: [www.cheyenneandarapaho-nsn.gov](http://www.cheyenneandarapaho-nsn.gov)