

YUOK TRIBE-JOB DESCRIPTION
Head Start Assistant Manager

Job Title:	Head Start Assistant Manager			Job Code	7
Department	Education	Program	Head Start	Location:	Klamath/Kepel/Eureka
Reports To:	Head Start Manager			FLSA Status	Non Exempt
ALL HIRING IS SUBJECT TO THE YUOK TRIBE'S HIRING PREFERENCE					
Salary Range	\$20.23-26.30				

POSITION SUMMARY:

Under the general supervision of the Head Start Manager, the Assistant Head Start Manager (AHSM) will assist the Head Start Manager as needed to administer the Head Start Performance Standards for Head Start/Early Head Start Program Options. The Assistant Head Start Manager will be responsible for the implementation of the Home Based Program Option for Head Start/Early Head Start (HS/EHS) in all areas of the Head Start Performance Standards.

DUTIES AND RESPONSIBILITIES:

1. With the HS/EHS Coordinators and HS Manager the AHSM will implement rules and regulations of all applicable Federal requirements for the operation of the Head Start Program.
2. Assist the HS Manager and Coordinators to provide opportunity for input on designing and administering the Programs' Community Assessment by providing parent(s), the Policy Council, the Tribal Council, and Program Staff the opportunity to participate in the Community Assessment Development.
3. Assist with the preparation of the Programs' grant application(s) consistent with the desires, direction and guidance of the, Policy Council, Tribal Council, Parent Committees and Program Staff using the self assessment, community assessment, child outcomes and all source data to implement the needs of the communities the Head Start /Early Head Start Program Options operate in.
4. Assist with the development of continuum of care, education, and services that allows stable, uninterrupted support of families and children.
5. Assist with the development of continuum of transition into and out of Head Start and Early Head Start Program Options.
6. Assist with the implementation of the entire range of Head Start/ Early Head Start services that are responsive and appropriate to each child and family's developmental, ethnic, cultural, and linguistic heritage and experience.
7. Ensure the Programs meet their In-Kind Contribution and Volunteer Policy requirements.
8. Assist with the implementation of internal and external reporting systems and procedures to monitor and control fiscal records and programmatic accountability and management on a consistent basis, maintains fiscal records and reports in a central location for authorized review.

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9. Assist with the preparation of written documents and the maintaining of an ongoing evaluation system to ensure quality control of the Program including fiscal accountability and cost-effectiveness.
10. Ensure parents are encouraged to become involved in the policy and program decision-making processes.
11. Cultivates partnerships within the community through the establishment of meaningful links with community organizations and programs.
12. Prepare Professional Development Plans for the HS/EHS Home Base Teachers and monitor the progress of each Home Base Teacher.
13. Provide timely staff performance evaluations, in-service training sessions and technical assistance opportunities.
14. Provide monthly report to the Head Start Manager as directed.
15. Oversee the implementation of the Yurok Language Frameworks and provide a culturally enriched environment.
16. Will work in collaboration with Head Start/Early Head Start Community Partner Yurok Tribe Child Care Program.
17. Other duties as assigned to meet the needs of the Program.

SUPERVISORY RESPONSIBILITIES:

Be able to perform a full range of supervisory duties and responsibilities. Plan work of subordinates based on priorities, nature of assignment, and capability of employee. Develop work performance plans and evaluates performance of subordinates. Provide advice, instruction and guidance to subordinates on work matters. Review and make recommendations on personnel actions such as employment, retention, promotion and termination. Determine developmental or training needs of subordinate staff.

MINIMUM QUALIFICATIONS:

1. Knowledge of local Native Americans that includes history, culture and traditions.
2. Must demonstrate knowledge of appropriate Early Childhood curriculum, staff development and adult learning processes, with the ability to direct and train others.
3. Possess effective interpersonal and leadership skills, communications skills and abilities both verbal and written.
4. Must have well-developed staff supervisory skills.
5. Experience in development and management of a budget.
6. Knowledge of computer word processing, database and spreadsheet programs.
7. Valid state issued driver's license and/or the ability to obtain a California or Oregon driver's license. Must be insurable on the Tribe's insurance policy.

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EDUCATION/EXPERIENCE:

Bachelor of Arts/Science degree in Early Childhood Development, Social Welfare/Sciences or related field or one year experience equivalent to at least a G6.

Equivalent combinations of education and experience are qualifying for this position.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol Free Work Place Policy including pre-employment screening.
2. Must provide documentation of annual pre-employment and health screening showing that the employee is free of all communicable diseases and is physically capable of doing the job.
3. Must provide (within thirty days) documentation of immunization or immunity for all currently recommended childhood immunizations. If employee is missing required immunizations they must be completed within six months of hire.
4. Must provide (within thirty days) documentation of receiving Hepatitis B vaccine. If not completed the entire series of Hepatitis B immunizations must be completed within six months of hire.
5. Must provide (within thirty days) documentation of enrollment in a course of current certification in Infant & Child, Pediatric, Community, or Universal First Aide and CPR. Must provide First Aide and CPR certificates within three months of hire. Must maintain valid First Aide and CPR cards during duration of employment.
6. Must adhere to a professional development plan with timelines that includes the attainment of beginning level Yurok Language proficiency as determined by the Yurok Language Program.
7. THIS POSITION REQUIRES COMPLIANCE WITH THE INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION ACT PUBLIC LAW 101-630 ; 25 CODE of FEDERAL REGULATIONS PART 63 – INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION; CRIME CONTROL ACT OF 1990, EMPLOYEE BACKGROUND CHECKS; and EXECUTIVE ORDER 12968, ADJUDICATIVE GUIDELINES
8. LANGUAGE SKILLS: Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.
9. REASONING ABILITY: Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.
10. PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel,

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crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 50 pounds.

11. VISION REQUIREMENTS:

- Close vision (clear vision at 20 inches or less).
- Color vision (ability to identify and distinguish colors).
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, _____, (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

Employee Signature

Date

Employee #

Supervisor Signature

Date