



Yurok Tribe

Job Description

JOB TITLE:	Head Start Site Supervisor		
JOB GRADE:	7	REPORTS TO:	Head Start Director
STATUS:	Non-Exempt	LOCATION:	Kepel/Klamath Site
DEPARTMENT:	Education	DIVISION:	Health and Human Services
ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE			
SALARY RANGE:	\$25.09-\$32.73		

POSITION SUMMARY:

Incumbent is under the general supervision of the Head Start Director and/or the Assistant Education Director. Incumbent is responsible for the daily operations and supervision of all staff at their assigned Site; planning and implementing direct services to Head Start/Child Care children and their families as prescribed by the Head Start Performance Standards and the Child Care Policies and Procedures; and maintaining the health and safety of the children and staff at the center including following Indian Health Services, Title 22 Community Care Licensing regulations, and Head Start Performance Standards.

DUTIES AND RESPONSIBILITIES:

1. Provides staff supervision and program implementation.
2. Reinforces the Yurok Tribe's personnel policies for staff and parents.
3. Monitors staff attendance and scheduling to ensure classroom staffing stays within the proper ratios at all times.
4. Completes staff evaluations at 3 months, 6 months and annually or as needed.
5. Ensures that the nutrition services content area is properly implemented.
6. Ensures the cooks understand how to plan for and implement the approved menu, including shopping for food items needed.
7. Responsible for the implementation and maintenance of records for the Child and Adult Care Food Program.
8. Assists the Head Start Director in identifying a range of community resources and implements referrals for appropriate follow-up services.
9. Partners with the Family Service Coordinator to facilitate parent involvement in all areas of the program.
10. Partners with the Family Service Coordinator regarding child and/or family crisis intervention and case conferencing.
11. Collaborates with all Head Start staff in ongoing recruitment of eligible children and their families.
12. Assists in conducting the annual community assessment and provides input on program planning, management, and design by utilizing the findings of the community.
13. Maintains and updates confidential staff records.
14. Assists in the preparation of program reports, records, and grant applications.
15. Provides a monthly statistical report to the Head Start Director by the 5th of each month.
16. Partners with the Education Coordinator and/or Head Start Director to provide training and professional development for all staff.
17. Partners with the Education Coordinator and/or Head Start Director to ensure staff follow any Education or Individual Development Plans.
18. Keep track of all staff training and ensure staff are up-to-date with all required trainings.
19. Assists all staff in meeting health and safety standards.

20. Supports cultural heritage, tribal traditions, and native language acquisition within the early childhood setting.
21. Supports healthy parenting and establishes meaningful and on-going opportunities to involve families in policy decisions and program activities.
22. Maintains inventory at the center. Order more as needed.
23. Completes, submits, and tracks all F-2 forms as needed for procurement of items for the center.
24. Ensures the site operations and records always follow Community Care Licensing, IHS and Office of Head Start requirements and remain up-to-date and accurate.
25. Maintains Community Care Licensing required forms such as the Personnel Report, Center Roster, Emergency Plans, Orientation paperwork (for staff and families), and Unusual Incident Reports.
26. Facilitates all inspections as required for the center (annual Licensing visit, Fire Inspection, Indian Health Services annual review, Food Program annual review, etc.)
27. Partner with the Custodian, Maintenance Department, and the Head Start Director to remedy any repairs that need to be done for the center.
28. Acts as the liaison to any community partners, vendors, traveling staff, and the public.
29. Work with the Family Service Coordinator, Teachers, and Education Coordinator to review Incident/Accident forms and talk to parents, create behavioral plans or make community referrals as needed.
30. Plans and implements regular staff meetings.
31. Performs other related duties as assigned.

EDUCATION/EXPERIENCE:

1. Grade 7: A bachelor's degree in early childhood education or child development and one (1) year specialized experience.
2. Candidates with equivalent combinations of education, training and experience will be considered.

SUPERVISORY RESPONSIBILITIES:

This position has supervisory responsibilities.

MINIMUM QUALIFICATIONS:

1. Experience with or knowledge of the Head Start program Performance Standards.
2. Experience working within a Native American community.
3. Knowledge of history, culture, and traditions of Native American Tribes of Northwest California particularly the Yurok Tribe.
4. Experience in computer word processing.
5. Possess effective interpersonal and leadership skills.
6. Possess well-developed verbal and written communication skills and abilities.
7. Possess well-developed organizational skills.
8. Possess ability to work under conditions of minimum supervision.
9. Demonstrated ability to work with supervisor, coworkers, families, and community organizations.
10. Recognition that in order to serve Yurok People one must know as much as possible about Yurok history, culture, and values.
11. Valid State issued driver's license and/or the ability to obtain a California driver's license. Must be insurable on the Tribe's insurance policy.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol Policy including pre-employment screening.

2. 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.
3. Must pass a background investigation and fingerprint clearance.
4. 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.
5. Must provide documentation of a pre-employment and annual health screening showing that the employee is free of communicable diseases and is physically capable of doing the job.
6. Must provide pre-employment documentation of a negative TB test or chest x-ray, no later than 7 days following the date of hire and every 5 years thereafter.
7. Must provide (within thirty days) documentation of immunization or immunity for all currently recommended childhood immunizations. If an employee is missing required immunizations, they must be completed within six months of hire.
8. Must provide (within thirty days) documentation of receiving Hepatitis B vaccine. The entire series of Hepatitis B immunizations must be completed within six months of hire.
9. Must possess, or be willing to obtain within 30 days, a certification in Infant & child, pediatric, Community, or Universal First Aid and CPR through a qualified EMSA training program as prescribed by Community Care Licensing. Must maintain valid First Aid and CPR cards during duration of employment.
10. Must provide documentation of 15 hours of Health and Safety training as prescribed by Community Care Licensing. Hours from current first aid and CPR certificates count toward this requirement. (EMSA approved training).
11. Must have a current Criminal Record Clearance with current Child Abuse Index Check on file with Community Care Licensing or provide fingerprints and a Child Abuse Index Check prior to the first day of work in order to obtain a Criminal Record Clearance from the Department of Justice.
12. In order to drive a work vehicle as needed, you must possess a 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. If you do not have a license, we will still consider you for the position as long as you have reliable transportation for work duties.
13. If necessary, must adhere to a professional development plan with goals, objectives and timelines that includes the attainment of beginning level Yurok Language proficiency as determined by the Yurok Language Program.
14. This position will collaborate with the Yurok Tribe Childcare Program including but not limited to working in the Child Care Classroom as needed to meet teacher-child ratio's and attending joint trainings.
15. This position may be required to work a full year/full day.

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.

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.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to walk, stand, use hands and fingers, handle, or feel. Employee will have prolonged periods sitting at a desk and working on a computer. The employee must occasionally lift and/or move up to 50 pounds.

VISION REQUIREMENTS:

1. Close vision (clear vision at 20 inches or less).
2. Color vision (ability to identify and distinguish colors).
3. Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
4. 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 and understand the requirements. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok Tribal laws, policies and procedures, vehicle usage, procurement, and any additional guidelines set forth by the Yurok Tribe. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination. I understand that the Yurok Tribe is committed to the philosophy that employment relationships are both personal and voluntary. Accordingly, employment at the Yurok Tribe has no specific duration, and either the employee or the Yurok Tribe can terminate the employment relationship for any reason or no reason. This “at will” relationship exists between the Tribe and all employees.

Employee Signature

Date

Employee #

Supervisor Signature

Date