

**APPLY IN PERSON AT:**

Human Resource Department  
909 Packerland Drive  
Green Bay, WI 54303

**APPLY ONLINE AT:**

<http://oneida-nsn.gov>



A good mind. A good heart. A strong fire.

**OR MAIL TO:**

P.O. Box 365  
Oneida, WI 54155-0365  
Phone: (920) 496-7900  
Fax: (920) 496-7490

**POSITION TITLE:** Head Start/Early Head Start Director  
**POSITION NUMBER:** 02389  
**DEPARTMENT:** Head Start/Early Head Start Department  
**LOCATION:** 2801 W Mason St Green Bay WI  
**DIVISION:** Governmental Services  
**RESPONSIBLE TO:** Area Manager-Social Services  
**SALARY:** E5 \$45,961/Annually (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)  
**(Employees will receive 5% below the negotiated pay rate during their probationary status.)**  
**CLASSIFICATION:** Exempt  
**POSTING DATE:** April 15, 2019  
**CLOSING DATE:** April 22, 2019  
**Transfer Deadline:** April 22, 2019  
**Proposed Start Date:** As Soon As Possible

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**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The Oneida Nation does not discriminate based on race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

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**POSITION SUMMARY**

Manage all Head Start/Early Head Start Performance Standards, Section 1304.52 and 1301.31 (Head Start staffing and management requirements). Head Start/Early Head Start Program objectives by planning, organizing and directing all activities required to operate and maintain departmental activities and services, in accordance with the latest Head Start Act. Ensure the Head Start/Early Head Start programs are maintained and remain in compliance with the Federal Head Start and Tribal Standards. Continuation of this position is contingent upon funding allocations.

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**DUTIES AND RESPONSIBILITIES:**

1. Provide overall direction to the department's effectiveness by identifying short-term and long-range issues and goals that must be addressed; providing information and recommendations for options and courses of actions and implementing directives. This may include the following:
  - a. Promote a nurturing environment which encourages the emotional, intellectual, physical and social growth of young children.
  - b. Lead staff effectiveness by coaching, training and recommending disciplinary corrective action for employees; planning, delegating, monitoring, and appraising job tasks and results in a timely manner.
  - c. Host regular intradepartmental staff meetings to ensure communication between personnel and program-related activities and works to ensure win-win outcomes
  - d. Sustain a current and effective health service program including mental health, nursing, dietary care, occupational and speech therapy through the Head Start Health Advisory Committee. (13.40 (b) A program must establish and maintain a HSHA Committee that includes HS parents, professionals and other volunteers from the community.)
  - e. Keep leadership and other departments informed of status of department activities by attending meetings and submitting reports.
  - f. Develop a technical assistance training program for Head Start training needs.
  - g. Ensure Head Start curriculum incorporates the Oneida language and culture.
  - h. Cultivate relationships with tribal, county, state, federal, and private agencies and boards to ensure quality services for the Nation
2. Develop and implement plans, goals, and objectives to ensure compliance to contractual obligations and requirements, in accordance with the latest Head Start Act and Head Start Program Performance Standards This may include, but is not limited to, the following:
  - a. Establish communication and implement goals, objectives, policies and procedures according to Head Start/Early Head Start federal requirements and tribal law and any other requirements of the Nation.
  - b. Coordinate and collaborate on disability services for Head Start/Early Head Start children based on need. Negotiate contracts for use of professional personnel.

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#### **DUTIES AND RESPONSIBILITIES: (Cont.)**

- c. Support and collaborate interdepartmentally on activities that impact Head Start children and families, such as Child Find days.
- d. Oversee "Memorandums of Agreements/Understandings" with other departments, as well as other governmental agencies.
- e. Review and establish Program operating SOP's.
3. Meet financial objectives by preparing and administering and monitoring the annual budget; presenting and justifying budget recommendations to appropriate personnel. This may include the following:
  - a. Secure additional funding and grant monies for continuation and expansion of program services.
  - b. Develop and communicate cost analysis as needed
4. Practice outstanding communication regarding government to government interactions, particularly following federal and Tribal government procedures regarding the Head Start Act.
5. Maintain professional and technical knowledge by conducting research, attending management specific seminars/workshops and conferences.
6. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
7. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
8. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

#### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

1. Frequently sit and walk; reach with hands and arms. Occasionally stand, stoop, kneel, crouch, or crawl; lift and/or move up to twenty-five (25) pounds.
2. Work is generally performed in an office setting with a moderate noise level.
3. Ability to work extended hours and various work schedules. Working conditions involve frequent disruptions of daily schedule, frequent deadlines under pressure, required to work extended hours and required to travel within and out of state.
4. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

#### **STANDARD QUALIFICATIONS:**

1. Knowledge of corporate and/or governmental management, system analysis, non-profit agencies and operations.
2. Must be knowledgeable about child development.
3. Knowledge of Federal Head Start financial and tribal standards including Head Start Enterprise System.
4. Knowledge of state requirements working with infants/toddlers.
5. Knowledge and ability to efficiently and effectively develop manage and monitor grant funds, as well as, program budgets.
6. Knowledge of the specific requirements of an Early Head Start program, both home-based and center based.
7. Knowledge of the specific requirements staff are required to possess in working with the birth-2 age group.
8. Knowledge in human resources management policies and procedures.
9. Knowledge of statistical compilation and analyses including working on a computer, being able to work within the Microsoft Office Suite.
10. Knowledge of the Oneida community, history, and culture, with sensitivity to community issues and concerns and/or have experience in working with Native American families.
11. Skill in problem solving, human relations, and time management.
12. Skill in working with children ages birth to 4; and knowledge of working with pregnant mothers.
13. Skills and abilities in a management capacity relevant to human services program management.
14. Ability to exercise initiative and independent judgment.
15. Ability to demonstrate a high level of sensitivity to community issues and concerns.
16. Ability to communicate efficiently and effectively both verbally and in writing the process of shared governance and decision-making, utilizing the guidelines for programmatic decision-making.
17. Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
18. Ability to obtain at least ten (10) hours of training in supervision or personnel management within one (1) year of assuming the position of center director in accordance to Wisconsin State licensing requirements.
19. Ability and willingness to be CPR and First Aide certified within three (3) months.
20. Ability and willingness to obtain Oneida Certification on Reporting Child Abuse and Neglect within ninety (90) days of employment.

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#### **STANDARD QUALIFICATIONS: (Cont.)**

21. Must have experience in supervision of staff, fiscal management and administration.
22. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
23. Must be willing and able to obtain additional education and training.
24. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during employment.
25. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.
26. A valid, non-probationary driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin non-probationary driver's license or occupational driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal and Tribal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

#### **PREFERRED QUALIFICATIONS:**

**Applicants please clearly state on the application/resume if you meet these qualifications.**

1. Five (5) years' experience working with all facets of Head Start (ex. Staff required under 1304.52 Human Resource Management).
2. Two (2) years of working with the Policy Council and supervising a diverse staff.
3. Master's degree in Human Services, Early Child Education, Education, Business or closely related field.
4. Previous experience in conflict resolution and/or certification.

#### **MINIMUM QUALIFICATIONS:**

**Applicants please clearly state how you meet these qualifications on the application/resume.**

1. Bachelor's Degree in a Human Services, Early Childhood Education, Education, Business or closely related field is required; plus, two (2) years of experience in Head Start/Early Head Start to include one (1) year of supervision; a combination of education and experience may be considered.
2. Must be on the Federal Registry, 14 or above for Head Start or able to obtain within 6 months.

#### **ITEMS TO BE SUBMITTED:**

1. **Must provide a copy of diploma, license, degree or certification upon employment.**