



WHITE EARTH RESERVATION

CHAIR Terrence “Terry” Tibbetts **SECRETARY-TREASURER** Leonard Alan Roy
DISTRICT I Raymond Auginaush, Sr. **DISTRICT II** Kathy Goodwin **DISTRICT III** Eugene “Umsy” Tibbetts

Job Announcement

Position: Early Childhood Education Operations Coordinator

Location: White Earth Child Care

Pay: \$23.30/hr.

Benefits: Full

Open: 10-22-18

Close: 10-26-18

Status: Full Time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for coordinating, planning, and providing direct and indirect support of the daily operations to Early Childhood center and home base programs, student service personnel, and instructional staff. The position must monitor and make recommendations to ensure comprehensive services are provided according to the Head Start Performance Standards and other Federal, State or Tribal regulations.

Position outcomes:

- Direct and coordinate activities of classroom staff to ensure program quality and efficiency.
- Oversee daily operation and provide communication with staff to ensure classrooms and centers operate efficiently.
- Ensure compliance with the Head Start Program Performance Standards and other regulations.
- Aide in recruitment, hiring, orientation and evaluation of staff and recommend personnel actions for programs and services.
- Participate in the hiring process to fill job vacancies.
- Coordinate and collaborate with program coordinators to establish and communicate performance expectations to new hires, substitutes and volunteers.
- Assess employee performance and provide positive and constructive feedback on an ongoing basis to reinforce desired results.
- Coordinate staff in-services, workshops or other Head Start related events.
- Compile appropriate information for grants and Head Start program reporting as requested.
- Performs other duties and responsibilities as required or assigned.

Knowledge, Skills and Abilities:

- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Reservation Business Committee and the Early Childhood Education program.
- Knowledge of demographics, culture, customs, lifestyles and geography of the White Earth Reservation.
- Read, analyze and interpret professional journals, government memos, board policy and administrative procedures, and instruct staff in proper procedures of the job.
- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Communicate effectively with parents and children.
- Keep information confidential when required by law, policy, or a particular situation.
- Solve a variety of problems in many different situations. Interpret instructions presented in written, oral, diagram, or schedule form.
- Motivating, developing, and directing people as they work, identifying the best people for the job.

Qualifications:

- Bachelor’s degree in early childhood education (ECE), education or other closely related field, with experience in an Early Childhood or Education setting and 2 years’ experience in supervision;
- OR an associate’s degree in ECE, education or closely related field, with experience in an Early Childhood or Education setting with 5 years of supervisor experience in an educational or closely related setting;
- OR equivalent combination of education and experience.
- Must have a valid MN Driver’s License and proof of insurance for travel between sites.
- Must pass a criminal background check and drug screening.

Mail Applications to:

White Earth Tribal Council
Attention: Personnel
P.O. Box 418
White Earth, MN 56591

Download Applications at: www.whiteearth.com

EEO with Native Preference.

A Drug Free Workplace - Tests for alcohol and illegal drug use may be required prior to and during employment.