



WHITE EARTH RESERVATION

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

White Earth Reservation Business Committee Job Announcement

Position: Early Childhood Education Manager

Location: White Earth

Pay: \$32.52 Hr. NEG/DOQ.

Open: 08-06-18

Close: 08-17-18

Status: Full time

Benefits: Full

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for managing all aspects of the White Earth Head Start and Child Care Programs in accordance to the Child Care Development Federal Fund and the Federal Office of Head Start/ Early Head Start grants and other funding sources to ensure affordable and accessible quality early childhood services for the children and families of the White Earth Reservation.

Position outcomes:

- Responsible for managing a combined Early Childhood model of White Earth Head Start, Early Head Start and Child Care.
- Responsible for the oversight of program budgets in accordance to established policies and procedures to ensure the best use of program funds.
- Responsible for program reports, staff meetings, representing program at various levels, personnel management and program evaluation to enhance delivery of services to families and communities.
- Develop and monitors long-term and short-range planning for programs to foster growth and development.

Knowledge, Skills and Abilities:

- Knowledgeable in the current Head Start Performance Standards and White Earth Child Care Center and Family Child Care licensing requirements.
- Successful and demonstrated skill and proficiency in program planning, time management, resource management and public relations.
- Reviews program performance and effectiveness, formulates programs and/or policies to enhance program objectives or alleviate and deficiencies.
- Provides direction and leadership for all components within the Early Childhood Education program.
- Develop the necessary systems and procedures to assure program coordination.
- Complies with applicable local, state, federal, and tribal guidelines.
- Knowledge of the White Earth Reservation demographics, culture, history and lifestyles.
- Knowledge of federal and state education laws and Indian Education laws and acts.
- Ability to work cooperatively within Education, White Earth RBC, local, State and Federal, meeting groups, committees and/or boards to make the work of the group successful and effective. Knowledge of business and management principles involved in strategic planning, resources allocation, leadership techniques, and coordination of people and resources.
- Ability to write reports, business correspondence and/or procedure manuals.

Qualifications:

- Bachelor's degree in Early Childhood, Organizational Management, Social Work or related field and one (1) year of administrative and supervisory experience, program management, or five (5) years' experience in the education field with knowledge/experience of pre-school, early childhood special education, three (3) years of administrative and supervisory experience, program management.

Send applications to:

White Earth Reservation Business Committee
Attention: Human Resources
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 – background checks performed.