



# WHITE EARTH RESERVATION

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

## Job Announcement

**Position:** Head Start Education Coordinator

**Location:** White Earth

**Pay:** \$23.30/hr.

**Benefits:** Full Time

**Open:** 04-08-19

**Close:** 04-19-19

**Status:** Full Time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for the coordination of the education service areas to ensure compliance with the federal Office of Head Start Performance Standards and Tribal and State Regulations pertaining to education service plans including curriculum, child assessment, developmentally appropriate environments/practices, and coaching and evaluating staff in Head Start and Early Head Start settings.

### Position outcomes:

- Maintain and revise the education service plan to ensure compliance with Federal, Tribal, and State regulations.
- Guide staff in implementing developmentally appropriate research-based curricula.
- Develop, manage, and evaluate child assessments to ensure accurate records for students' growth and staff.
- Advise and instruct on developmentally appropriate learning environments to provide healthy development and skill growth in children.
- Direct and implement a research-based coordinated coaching strategy with education staff.
- Provide consultation and perform site visits to assure compliance and quality of services.
- Develop and implement ECFE programming and activities.
- 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 Education Department.
- Knowledge of demographics, culture, customs, lifestyles and geography of the White Earth Reservation.
- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Understanding the implications of new information for both current and future problem-solving and decision-making.
- Talking to convey information effectively to groups or one-on-one with staff, communicating effectively in writing through routine reports, correspondence, and procedure manuals.

### Qualifications:

- **A bachelor or advanced degree in Early Childhood Education (ECE); or**
- **A bachelor or advanced degree and coursework equivalent to a major relating to ECE with experience teaching pre-school age children.**
- **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](http://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.*