



DELAWARE TRIBE OF INDIANS

JOB DESCRIPTION

Position:	Early Head Start Manager
Department:	Child Development
Employment Status:	Regular
Class:	Full-Time
Location:	Bartlesville, OK
Immediate Supervisor:	Child Development Center Director

GENERAL DESCRIPTION:

The EHS Manager directs the day-to-day operation of the Delaware Tribe's Early Head Start program for 36 infants and toddlers.

QUALIFICATIONS:

- Degree in Early Childhood Education or related field or CDA with Early Head Start experience
- Knowledge and experience in Early Head Start/Head Start programs
- Must have experience in program planning, budgeting, and management
- Requires a high level of personal integrity and ethics
- Requires a high level of problem solving, organization skills, and must be a self-starter
- Requires good interpersonal, communication, and teamwork skills

- Requires a high level of confidentiality and flexibility.
- Requires excellent verbal and written communication skills

DUTIES AND RESPONSIBILITIES:

- Work in close partnership with the Delaware Child Development Center's Child Care Manager
- Work with EHS families and the childcare subsidy program to ensure funding for full day child care services as needed.
- Supervise EHS staff and work closely with the Director in hiring, evaluation, and training.
- Manage the recruitment and enrollment of children including determination of program eligibility.
- Lead the EHS curriculum management team in defining goals, objectives, and program activities that are developmentally appropriate and meet the individual needs of children.
- Assist the Director in maintaining the facility, ordering EHS supplies, playground maintenance, etc.
- Assist the Director in preparing EHS grants and reports, writing/updating program policies and procedures, newsletters, etc.
- Ensure ongoing communication between staff and families and work closely with parents to meet the needs of their children.
- Work with service providers for children's health, mental health, disability, and other services.
- Provide resource and referral services for families.
- Work closely with the Director in ensuring that all Early Head Start Performance Standards are being met.
- Attend virtual and in-person training.
- Ensure the program reflects the culture and values of the Delaware Tribe.

INDIAN PREFERENCE POLICY:

In accordance with the Indian Preference Act of 1934, (Title 25, USC, Section 47), Delaware and/or Indian Preference will be observed in hiring.