

CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION
46411 Timine Way, Pendleton, OR. 97801
(541) 276-3570 FAX (541) 276-9060
www.umatilla.nsn.us



POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

TITLE: Cay-Uma-Wa Early Childhood Education Program Manager

SUPERVISION EXERCISED: Head Start and Atáw Miyánsma Learning Center:
Day Care and After School Education Program

DEPARTMENT: Education Department

SALARY: \$37,750 to \$ 43,412.42 annually DOE/DOQ
Range 9

EMPLOYMENT STATUS: Covered Status/Safety Sensitive
Full time with benefits package Monday through Friday, 7:30
a.m. through 4:00 p.m., with a one hour lunch break.

LOCATION: Cay-Uma-Wa Education Center, 73300 July Ground Lane
Mission, Pendleton OR.

SUPERVISED BY: Director of the Department of Education

OPENING DATE: March 3, 2010

CLOSING DATE: **Open Until Filled (to be determined)**

General statement of duties:

The Cay-Uma-Wa Early Childhood Education Program Manager has full administrative responsibility for the Head Start Program and the Atáw Miyánsma Learning Center (AMLC): Day
Cay Uma Wa Childhood Education
Program Manager

Care and After School Education Program, including the areas of human resources, finances, facilities, materials and equipment.

The Manager plans, organizes and monitors program operations, function, activities, services, staff and parent involvement. The Manager performs a full range of supervisory duties and responsibilities.

Primary responsibilities and duties:

Financial Management and Grant Compliance

1. Ensures full implementation of all applicable Federal, State and Tribal requirements for the operation of all CTUIR Early Childhood Education Program including the Head Start Program Performance Standards, Americans with Disabilities Act (ADA) and Individuals with Disabilities Education Act (IDEA). Update the Cay-Uma-Wa Early Childhood Programs' annual work plans (AWP), policies, procedures, and submit for approval as appropriate and in a timely manner.
2. Ensure that the Head Start Program and the Early Child Development Program (AMLC) are operated in full compliance with CTUIR Financial, Administrative and Personnel Policies and Procedure Manuals.
3. Prepare and submit the Head Start Program grant application(s) consistent with the priorities, direction and guidance of the, Policy Council (PC), Tribal Council, Board of Trustees and Program Staff. Ensure grant is approved by Policy Council and CTUIR officials before submission. Participate in an annual Risk Management meeting with the Office of Head Start and use the findings of the meeting to develop goals for the program.
4. Facilitate the application for other grants necessary to ensure continuous funding, and to meet special funding needs; including the submission of the application to the Child and Adult Care Food Program (CACFP) grants.
5. Implement effective management systems to monitor and control fiscal procedures and record keeping for programmatic accountability.
6. Work collaboratively with the CTUIR budget compliance officer assigned to the programs to ensure monthly reports are received, reviewed and distributed to the Education Department Director, Head Start Policy Council and the BOT.
7. Conduct tri-annual community assessment, updated annually, for grant writing and program planning purposes.

Communications and Coordination Program Services

1. Implement internal and external communication systems which include written documents and reports to the granting agency, Policy Council, and other agencies as required. Represent

the Head Start and Child Development Program to CTUIR administration, the Board of Trustees, and the community.

2. Oversee the selection of the program's Policy Council and participate in all scheduled Policy Council meetings as appropriate.
3. Foster shared decision making with CTUIR governing body, Head Start Policy Council, Head Start staff and participants. Provide annual orientation and training to the governing bodies and Policy Council members to enable them to carry out their program governance responsibilities.
4. Ensure that parents are encouraged to become involved in the policy and program decision-making processes for the Head Start Program as outlined in the Head Start Performance Standards.
5. Cultivate partnerships within the community through the establishment of meaningful links with community organizations and programs entering into a formal agreement with the LEA and any other agencies where possible.

Program Record Keeping

1. Ensure program record keeping and documentation systems meet the demands of the Head Start program's tri-annual Federal Audit and all other applicable audits and inspections. Communicate findings to the Policy Council and BOT and facilitate all follow-up activities as needed to ensure program compliance.
2. Conduct annual self-assessment of the Head Start program ensuring full involvement of the Head Start staff, Policy Council and BOT as well and key community partners.
3. Conduct annual personnel file checks to ensure employees meet all requirements for the job.
4. Document percentage of time spent conducting job duties to ensure 85% of time is spent on Head Start program management in accordance with Head Start fiscal requirements.

ECE Program Requirements

1. Administer CTUIR Early Childhood Education Programs to ensure continuity of services to all families served by each program component.
2. Ensure that all staff, consultants, and volunteers meet Federal, State and Tribal educational, health and licensing requirements and read, understand and abide by program confidentiality and conduct standards, including the Tribal Personnel Policies and Procedures.
3. Ensure all regular volunteers sign confidentiality and code of conduct forms and receive an annual TB in addition to passing required back ground checks.

4. Ensure staff evaluations are performed at least annually and as needed in accordance with the CTUIR Personnel Policies and Procedure Manual. Use results of evaluation to identify staff training and professional development needs.

Other Program Responsibilities

1. Oversee the billing of childcare services.
2. Oversee transportation services to Head Start families and Afterschool children.
3. Oversee environmental health, safety and maintenance of all early childhood programs' facilities and equipment in collaboration with the CTUIR Public Works Department.
4. Other duties as assigned that may be required to meet the needs of the Head Start Program and Early Child Development Program.

Required Minimum Qualifications:

1. Bachelor of Arts/Science degree in Early Childhood Development, Social Welfare/Sciences, Education, Business Management or related field

AND

- Three years of successful program administration and management with emphasis in the development and implementation of budgets that support the program.
2. Familiarity with government funded programs, grants and contracts.
 3. Must have successfully written at least one project proposal for Federal grant funding and one other project proposal for funding from non-federal grant.
 4. Must have well-developed staff supervisory skills.
 5. Possess effective interpersonal and leadership skills as well as verbal and written communication skills.
 6. Experience working in a tribal government setting.
 7. Knowledge of local Native Americans that includes history, culture and traditions.
 8. Working knowledge of basic computer operations such as word processing, development of databases and spreadsheets.
 9. Adequate physical health as documented by a yearly physical exam.
 10. Be up-to-date on immunizations and pass a TB screen.
 11. Must pass a criminal history check.
 12. Must possess a valid driver's license and meet Tribal insurance requirements.
 13. Must possess or able to keep current pediatric First Aid and CPR certification.
 14. Successful completion of a criminal background check and a pre-employment drug test will be required.

Preferred Qualifications:

1. Enrolled CTUIR Tribal Member
2. Current or former parent of Head Start child. (Head Start Performance Standards 1304.52.b.3).

3. Member of a Federally Recognized Indian Tribe.
4. Holds a Master's Degree in the area of Business Management, Child Development, Education or Social Services.
5. Working knowledge of all applicable Head Start statutes, rules and regulations.

General duties:

1. Ensure comprehensive, high quality early childhood services for CTUIR community.
2. Must maintain positive relationships with staff, children, parents, and community members.
3. Be familiar with and follow all CTUIR Personnel Policies and Procedures and Head Start personnel policy modifications.
4. Abide by Cay-Uma-Wa early childhood programs' Code of Conduct and Confidentiality Policies.
5. Participate in staff meetings, conferences, workshops and training sessions as assigned-may include evening and weekend hours.
6. Promote positive parent and community involvement in Head Start and Early Child Development Program (AMLC)
7. Develop and pursue a personal training and professional development plan.

Conditions of Employment:

1. All applicants are subject to the Tribe's Drug and Alcohol Free Work Place Policy including pre-employment screening.
2. Must provide documentation of a pre-employment and annual health screening showing that the employee is free of communicable diseases and is physically capable of doing the job.
3. Must provide (within thirty days) documentation of immunization or immunity for all currently recommended childhood immunizations and pass a TB screen. If employee is missing required immunizations they must be completed within six months of hire.
4. Must pass a criminal history check.
5. Must provide First Aid and CPR certificates within three months of hire.
6. Must have reliable transportation to and from work.
7. Physical demands include: ability to lift up to 60 pounds; sit at low chairs/tables; get up and down off the floor repeatedly; take walks; perform routine cleaning duties.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers are required to disclose any pre-existing or mental disorder and/or disability known to the worker that would prevent them from performing, in a reasonable and safe manner, the activities involved in the position in which they work.

Failure to disclose any pre-existing condition may result in a restriction or forfeiture of benefits under the Tribal Workers' Benefit Code.

SELECTION PROCESS:

Tribal Personnel Policy and Procedures Manual, Section 3.02: Employment Preferences

The Tribe's employment preferences shall be as follows:

Cay Uma Wa Childhood Education
Program Manager

- a. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to Tribal members and to other Indians enrolled in federally recognized tribes. This Tribal and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
- b. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
- c. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source, and shall apply to all classes of positions referenced in section 3.07.
- d. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no Tribal employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, sex or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to the position. Applicants who demonstrate that they may meet the minimum qualifications and experience most relevant to this position may be eligible for an interview.

The Confederated Tribes of the Umatilla Indian Reservation reserves the right to make selection of new employees based on *Umatilla Tribal Preference, Indian Preference and a Preference for a Head Start parent.*

DRUG FREE WORKPLACE POLICY

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A drug free test is required before any employment offer is to be made. All Tribal employees are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies and Procedures Manual.

APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until at 4:00 p.m. or postmarked by the closing date listed on this announcement. Employment application packets received after the closing deadline will not be considered. *Only those employment application packets that are complete will be considered.*

REQUIRED EMPLOYMENT APPLICATION PACKET:

- 1. **Tribal Employment Application.**
- 2. **Cover Letter** explaining qualifications and experience relevant to this position.
- 3. **Personal Resume** identifying your qualifications and experience relevant to this position.
- 4. **Sensitive Supplement Form for Tribal position.**
- 5. **Copies of official college transcripts.**
- 6. **Tribal and Indian preference:** Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.

7. **Veteran's preference:** Must provide proof of honorable service and discharge or completed Form DD214.

APPLICANT RESPONSIBILITY

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation
Attn: Office of Human Resources
46411 Timíne Way
Pendleton, OR 97801
(541) 276-3570 or Fax: (541) 429-7180

To be considered complete application packet must be received or postmarked by the closing date.

Approved by: Julia E. Withers-Lyons, Human Resources Manager

Date

Applicant Review and Acknowledgement

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

Applicant Signature

Date