

**LOWER BRULE SIOUX TRIBE  
HEAD START PROGRAM  
JOB ANNOUNCEMENT**

**\*ReAdv #2 (Lack of qualified applicants)**

**JOB TITLE:** Head Start Director  
**JOB CLASS:** Level VIII

**JOB SUMMARY:** To administer the Head Start Program. To maintain all performance standards (Part 13302, Part 1303, Part 1304, Subpart A, B, C, D, E and 1305, 1306, 1308). To supervise all staff and to follow rules, policies and registrations as adopted by the Lower Brule Sioux Tribe. To keep all information confidential that comes to the employee by the nature of their job. Will report child abuse and neglect, as directed by PL-101 630 "Indian Child Protection and Family Violence Prevention Act" of 1990.

**ILLUSTRATIVE DUTIES:**

- Will ensure the program has 160 days or 1,020 hours of planned classes.
- Will provide a facility that meets all tribal/state and IHS licensing requirements.
- Will prepare all grant applications, USDA food contracts, JOM budgets and other applications, as necessary.
- Will submit all reports, as required by Head Start, USDA Food Program, the Lower Brule Sioux Tribe and others as directed.
- Will prepare all written plans and other documents, as required by the Head Start program and other agencies.
- Will provide training, supervision, and direction to all Head Start staff.
- Will be a member of those boards, which provide training, information, and other assistance to the Head Start program or the Lower Brule Sioux Tribe.
- Will maintain fiscal records and stay within the budgeted amounts as approved by the Head Start Grantee and Parent Policy Council.
- Will establish a working relationship with the Parent Policy Council and the LBST Council.

- Will be an advocate for the Head Start children and their families.
- Will supervise the ordering of supplies, the payment of bills, staff training, building upkeep, transportation duties, and staff placement.
- Will participate in all reviews, environmental surveys, and other assessments.
- Will ensure the organization of the Parent Policy Council, the Parent Committee, the Health Board, and will schedule meetings as necessary.
- Will provide for on-going program assessment through managers' monthly reporting system.
- Will meet on a regular basis with staff and managers to assess the completion of goals, objectives, and timelines.
- Will report to the grantee, so they may be involved in the Head Start process.
- Will assist with the personnel issues, hirings, terminations, and grievances.
- Will ensure that all policies are followed, as directed by the Lower Brule Sioux Tribe and the Head Start Program.
- Will be knowledgeable of the rules for grants and administration, and will follow the fiscal guidelines.
- Will take part in the annual audit.
- Will comply with PL 101-647 "Crime Control Act, Child Care Worker-Employee Background Checks" of 1990.
- Will comply with the Personnel Policies & Procedures of the Lower Brule Sioux Tribe.

**QUALIFICATIONS REQUIREMENTS:**

- Advanced knowledge such as demonstrated by a Bachelor's Degree in Early Childhood and appropriate field.
- A minimum of seven (7) years of professional leadership, management and supervisory experience.
- Knowledge of finance, budgeting and purchasing.
- Significant experience in administration, including knowledge of State Licensing requirements and Head Start Professional Standards.
- Strong knowledge of the best practices and systems in the field of Early Childhood.

- Knowledge in working with Head Start children and parents.
- Valid SD state driver's license and proof of auto insurance.
- Current enrollment in Child Care division – Central Background Registry.
- Must pass a pre-employment background check, prior to starting work.
- Must pass a pre-employment drug test, prior to starting work.

**Knowledge, Skills & Abilities:**

- Sustain concentration and ability to handle multiple tasks often simultaneously.
- Significant diagnostic and problem solving skills.
- Ability to direct and assess the performance of program supervisors and consultants.
- Ability to handle highly stressful situations.
- Ability to interpret and implement complex policies and regulations.
- Ability to work independently and maintain professional boundaries and confidentiality.
- Frequent sitting for long periods, using computer, telephone, and other office machines/equipment.
- Strong organizational and time management skills.
- Ability to meet the tight guidelines of the Head Start program.

**TO APPLY**, submit completed LBST employment application/resume to:

**LOWER BRULE SIOUX TRIBE**  
**Human Resources Office**  
**187 Oyate Circle**  
**Lower Brule, SD 57548**

**OPENING DATE:** 08/22/2024      **CLOSING DATE:** Until filled

**\*\*The Lower Brule Sioux Tribe utilizes the tribal point system. Please attach all pertinent documents, i.e. resume, driver's license, college transcripts/degree, verification of tribal enrollment, driver's license (if applicable), DD-214 (if claiming Veteran's Preference), to the LBST Human Resources Office. Failure to do so, may result in non-consideration for this position.**