

PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
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VACANCY ANNOUNCEMENT

Job Title: Director
Program: Head Start
Department: Education
Reports to: Executive Director of Education, Policy Council and Governing Board
Supervises: All Head Start staff
Status: Exempt
Employment Status: Full-time, salary, 40 hours per week; usual hours 8:00-5:00; flexible schedule with possible early morning, evening, or weekend work.
Issue Date: June 4, 2026 **Closing Date:** June 18, 2026

All staff work towards this overall program goal: To assist each child in developing to his/her potential and to empower parents in their role as the most important and primary teachers, caregivers, and role models of their own children.

GENERAL OBJECTIVE: Responsible for overall program leadership, administration, and day-to-day operations. Plans, supervises, and implements compliance in all facets of Program Standards and regulations, and Cheyenne and Arapaho Tribes Personnel Policies and Procedures.

DUTIES AND RESPONSIBILITIES:

- Initiate and coordinate planning, development and implementation of all client and community services in a holistic manner that responds to emerging needs and involves staff in a collaborative manner.
- Responsible for supervision of maintaining complete and accurate child and family files, forms, and reports within allotted timelines to document and track family needs and services provided.
- Hire, supervise, train, and evaluate management staff; establish staffing patterns for programming and delegate operation management duties.
- Responsible for compliance with all regulations of funding sources.
- Serve as a liaison between Program and funding sources, ensuring that policies and procedures are implemented within allotted timelines.
- Responsible for overall budget management and monitoring.
- Responsible for leadership in overall program planning, policies, personnel issues, decision-making and problem solving.

- Assure location, supervision and maintenance of buildings comply with relevant codes.
- Review all parts of program for quality control.
- Establish program work plan with appropriate timelines and activities.
- Model leadership and participate in agency activities and functions.
- Develop organizational structure and functions of each component; adjust system as needed.
- Responsible for ongoing reports to HHS, program contacts, and additional funding applications and grants when appropriate.
- Ensure effective functioning of Head Start Policy Council and effectively work with the policy council in the major functions of the Head Start Program.
- Provide and present required grants, policies, reports, and documents to Legislature and Policy Council for approval.
- Establish and maintain positive collaborations and communication with community organizations.
- Has the full authority necessary to provide for effective performance of the duties and responsibilities within the restrictions of applicable policies.

PROGRAM PARTICIPATION AND TEAM MEMBER:

- Arrives at work on time, punctually attends and actively participates in all program activities to include all staff meetings, overnight retreats, and training.
- Required to be a respectful, cooperative, and reliable team member and participate in program activities.
- Projects a professional image, both in dress and manner.

CONFIDENTIALITY:

- Required to respect the confidentiality of information about enrolled children and families, personnel issues, and other program operations as appropriate.

TRAINING:

- In consultation with Supervisor develops own professional work goals and training plan. Participate in training as requested.

QUALIFICATIONS:

- Bachelor's degree in early childhood or related field, and a minimum of three years' experience working with adults in a supervisory or teaching capacity, or equivalent combination of training and experience with willingness to obtain training as requested.
- Must be familiar with federal, regional, state and local tribal regulations as they apply to the specific area of program operation.
- Ability to understand and practice warmth, genuineness, and empathy in work with staff, parents and community.
- Demonstrated leadership ability in areas of planning, organization, group process, supervision and communication.
- Ability to clearly articulate the program's goals and philosophy.
- Ability to work with low- income families.
- Ability to function effectively in cross-cultural situations.

- Valid Oklahoma Driver's License.
- Random Drug Testing.
- Obtain and hold a current food handler's card/first aid and CPR.
- Demonstrate thorough knowledge about the Head Start Program Performance Standards and regulations.
- Maintain compliance with Criminal History registry.
- Cheyenne and Arapaho Preference.

I have read the above job description. I understand and will fulfill my responsibilities to the best of my ability.

Signature

Date



**Cheyenne & Arapaho Tribes of Oklahoma
Head Start Program**

SALARY: Negotiable, depending on qualifications and experience.

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

Personnel Department

P.O. Box 167

Concho, OK 73022

Or e-mail: atisdale@cheyenneandrapaho-nsn.gov

Office (405) 422-7498

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Toll Free 1 (800) 247-4612 ext. 27498



To view all our current vacancy announcements, please visit our website at: www.cheyenneandrapaho-nsn.gov