

Karuk Community Health Clinic
64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270



Administrative Office
Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Karuk Dental Clinic
64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

Vacancy Announcement

Title:	Karuk Tribal Head Start Deputy Director
Reports To:	Karuk Tribal Head Start Director, or designee
Supervises:	Education Staff- Teachers, Teacher Assistants, Center Assistants
Location:	Happy Camp, CA and Yreka, CA
Assigned Work Location:	Happy Camp, CA and Yreka, CA
Salary:	\$54,080 to 67,080 per year/DOE
Classification:	Full-Time, Regular, Exempt, Non-Entry Level
Summary:	The Head Start Deputy Director ensures all mandates and standards are met by assisting in overall program operations to secure the program compliance with Head Start Performance Standards while supporting teaching staff in delivering high-quality education. Assists with the fiscal and programmatic aspects of the program. Promotes an environment of teamwork and cooperation and is accessible to employees. The Deputy Director is also responsible for communicating and working in coordination with Karuk Tribal Head Start Parent Committees, Karuk Tribal Head Start Policy Council, Karuk Tribe Education Department, 477 staff, Bureau of Indian Affairs (BIA) staff, and the Karuk Tribal Council as required.

Application Deadline: February 24, 2026 by 5:00 PM

Applications are available at all Tribal Offices or on the Internet at www.karuk.us The Karuk Tribe's **(TERO) Preference and Drug & Alcohol Policy** apply. If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: www.karuk.us or by contacting the Human Resources, Telephone (530) 493-1600 ext. 7034 / 2043, Fax: (855) 437-7888, Email: humanresources@karuk.us

Karuk Community Health Clinic
64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270



Karuk Dental Clinic
64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

POSITION DESCRIPTION

Title:	Karuk Tribal Head Start Deputy Director
Reports To:	Karuk Tribal Head Start Director, or designee
Supervises:	Education Staff- Teachers, Teacher Assistants, Center Assistants
Location:	Happy Camp, CA and Yreka, CA
Assigned Work Location:	Happy Camp, CA and Yreka, CA
Salary:	\$54,080 to 67,080 per year/DOE
Classification:	Full-Time, Regular, Exempt, Non-Entry Level
Summary:	The Head Start Deputy Director ensures all mandates and standards are met by assisting in overall program operations to secure the program compliance with Head Start Performance Standards while supporting teaching staff in delivering high-quality education. Assists with the fiscal and programmatic aspects of the program. Promotes an environment of teamwork and cooperation and is accessible to employees. The Deputy Director is also responsible for communicating and working in coordination with Karuk Tribal Head Start Parent Committees, Karuk Tribal Head Start Policy Council, Karuk Tribe Education Department, 477 staff, Bureau of Indian Affairs (BIA) staff, and the Karuk Tribal Council as required.

Responsibilities:

1. Assists Director in providing oversight and ensures the implementation of quality early childhood programming and family engagement for both Yreka and Happy Camp centers. This includes monitoring compliance in all areas according to the Head Start Program Performance Standards and applicable Tribal, Federal, State, and county regulations.
2. Creates compliance reports and presents and/or submits reports to all entities including Karuk Tribal Head Start Policy Council, Karuk Tribe 477 management, and Tribal Council as required.
3. Works as the Karuk Tribal Head Start Education Manager, working with all designated Karuk Tribal Head Start staff providing guidance and support to enhance teaching practices, and conducting regular performance evaluations. The Deputy Director is also responsible for recruiting, orienting, and training new education personnel in the adaptation and implementation of curricula to meet the diverse needs of children. This includes providing ongoing training and professional development for teaching staff.
4. Collaborates with Head Start teaching staff collecting and analyzing child outcomes while monitoring the Teaching Strategies database to ensure all Head Start centers operate within program guidelines and meet the educational needs of children enrolled in the program. Will prepare reports and recommendations for program improvement based on this data.

5. Engages with and maintains relationships with community organizations, stakeholders, parents and guardians to oversee activities that support children in the areas of education and early childhood development.
6. Monitors the areas of Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) and will keep updated and accurate data to enroll students. Will monitor safety requirements, nutrition, health, medical, family partnerships, mental health, and community partnerships. All areas of above will be entered into the ChildPlus database and outcomes will be monitored monthly for completion.
7. Assists in the monitoring of all Head Start 30-, 45- and 90-day paperwork required by Office of Head Start to ensure completion within the required timelines.
8. Communicates with parents/guardians of Karuk Tribal Head Start children to enroll, assist, and ensure family and community partnership goals and the needs of children and families in the Karuk Tribal Head Start Program are being addressed.
9. Coordinates with Training/Technical Assistance (T/TA) through the BIA or Office of Head Start to foster shared decision-making and a clear understanding of program governance responsibilities in relation to the Karuk Tribal Head Start Policy Council, Karuk Tribal Council, and 477 staff, to ensure compliance with the Head Start Program Performance Standards and to support the Karuk Tribal Head Start Program.
10. Presents written reports in Tribal Council meetings and other functions as requested.
11. Acts as Head Start Director in the absence of the Head Start Director. Supervises staff at assigned work center. Willing to work at each center alternating with Head Start Director.
12. Supports, cooperates and assists to meet the goals of all components of the Karuk Tribal Head Start Program in accordance with the Head Start Program Performance Standards. Establishes and maintains an effective working relationship with Head Start and 477 staff.
13. Participates in ongoing professional development/training/meetings as determined in coordination with the Office of Head Start, 477 Program Director, 477 staff, and the Head Start Director.
14. Adheres to Tribe's and Program's confidentiality and personnel policies.
15. Be available for local and out of the area travel as required for job related training and various activities.
16. Attends all required meetings, trainings and functions.
17. Be polite and maintain a priority system in accepting other job-related duties, as assigned.

Qualifications:

1. Has an awareness of the influence of personal attitude, behaviors, and actions and is able to adjust as needed to ensure communication and services are appropriate.
2. Demonstrates respect, honesty, integrity, and fairness to the students, families, staff, and public.
3. Is “solution-focused” and presents recommendations that best meet the needs of Karuk Tribal Head Start children, parents, staff, the Tribe, and the community.
4. Demonstrated ability to work effectively with Native American youth and family members in culturally diverse environments.
5. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
6. Demonstrates the ability to manage time well and work under stressful conditions with an even temperament.
7. Demonstrated ability to understand and follow oral and written instructions.

8. Demonstrates strong organizational skills, be able to prioritize duties and ensure timely completion of tasks.

Requirements:

1. Bachelor's Degree in Early Childhood Education or in a related field with at least 25 units of ECE, and 2 years of supervisory experience in a Head Start or similar program.
2. Must have at least two years of experience working with young children and their families in a Head Start Program or school setting.
3. Must have at least 2 years of grant writing experience or the ability to learn computerized grant application.
4. Must have at least 2 years of experience in program management, including program planning, operations and evaluation, staffing and administration, and the use of management information systems.
5. Knowledge of Head Start Program Performance Standards, an understanding of Head Start philosophy, and the ability to implement its principle of shared authority and decision-making.
6. Must maintain confidentiality, adhere to the Karuk Tribe Personnel Policy, and must sign the Karuk Head Start Employee Conduct and Confidentiality document.
7. Must submit to a TB test and medical examination with periodic re-examination.
8. Must be a self-starter, well organized, and willing to learn new skills.
9. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
10. Must successfully pass a pre-employment drug screening test.
11. Must adhere to required pre-employment background check, crim check and FBI fingerprints. Additionally, (IF applicable): Investigation of character as required by the Indian Child Protection and Family Violence Act (ICPFVP). The minimum standards require an investigation that shall include: a check of fingerprint files of the Federal Bureau of Investigation (FBI) and to appropriate local law enforcement agencies. The applicant must not have been found guilty of, or entered a plea of no contender or guilty plea to any felonious offenses or two or more misdemeanor offense under Federal, State, or Tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; an offense committed against children.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Veteran's Preference: It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

Committee Approved: February 10, 2026

Employee Signature: _____ **Date:** _____

Form Approved by Council 11/20/25