

### HEAD START SUPERINTENDENT

**DEFINITION:** Under administrative direction, performs work of unusual difficulty in directing and managing the Navajo Head Start involving technical and regulatory policy development and implementation in accordance with the Head Start Act and Performance Standards, collective bargaining agreement, personnel policies and procedures; interprets and provides advice on standards, regulations, policies and procedures; provides administrative oversight and leadership in the planning, design, implementation and evaluation of all components of Navajo Head Start including Head Start and Early Head Start; develops administrative regulations and procedures and makes assignments necessary to implement decision, actions and policies; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

#### **TASKS:**

Manages and administers the fiscal, programmatic and budgetary functions of the Navajo Head Start (NHS) through core management teams; manages and supervises employees responsible for the recruitment, selection, discipline and termination of said employees; facilitates strategic planning of program goals and objectives; oversees curriculum and assessment development and implementation which include Dine' language and culture curriculum; manages the development and implementation of vendor and consultant contracts that will provide effective service delivery; responsible for the development, implementation and management of the annual NHS grant application from Office of Head Start (OHS); oversees the development and implementation of information technology services; manages student transportation, fleet management and facilities operations and management activities; responsible for community, health and family services operations, i.e., recruitment of children/families; responsible for the health and safety of staff, children, families, buildings and centers.

Ensures compliance with OHS and OEH health and safety standards; responsible for addressing deficiencies through corrective action plans resulting from programmatic and fiscal audit findings; recommends and assists Navajo Nation Legislative Counsel in developing legislative policy and funding proposals to enhance program efficiency and effectiveness; responsible the development and implementation of professional development plans for staff, parents, policy council members, and board of education members; works closely with the NHS policy council and board of education, as well as the NN standing committees in developing policies to improve NHS services, meet or exceed program standards as prescribed under the Head Start Act and performance standards; works with chapters in coordinating the development, approval and implementation of intradepartmental agreements for in-kind purposes, and delivery of services at each community where a NHS center is located.

Acts as lead agent for sharing best practices of NHS with other tribal and National Head Start consortia; participates in POTUS-appointed US DHHS secretary appointed positions on federal and national boards, work groups, consortia as the NN representative for Navajo early childhood education to share best practices and assist in the creation of policy and procedural improvement for delivering early childhood services through NHS; advocates for increased funding and NHS program improvements from federal OHS; acts as the first point of contact for Nation early childhood education between federal agencies and Navajo Nation; works with colleges and universities in developing memorandum of agreements/understandings (MOA/MOUs) for employee and parent professional development plans; works with UMWA union representatives and officials to negotiate, implement and manage the NHS CBA; acts as lead agent for quarterly union meetings with UMWA officials and representatives.

#### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

**HEAD START SUPERINTENDENT**

Knowledge of Head Start Performance Standards, regulations, collective bargaining agreement and applicable department policies and procedures.  
Knowledge of Navajo Nation, Federal and State laws, regulations, guidelines and codes governing early childhood educational program operations.  
Knowledge of contemporary educational principles and professional strategic planning, supervision and personnel management policies, procedures and practices.  
Knowledge of traditional Navajo way of life and values.  
Knowledge of federal budget and reporting systems, financial controls and funding sources, program analysis and performance measures.  
Knowledge of tribal non-school education program operations, issues, missions and client service requirements.  
Knowledge of principles and practices of curriculum and instruction.  
Skill in early childhood student learning and assessment, curriculum review, adoption, development and implementation.  
Skill in developing and analyzing strategic plans, forecasts, budgets and operating systems.  
Skill in implementing management procedures, controls and budgets.  
Skill in formulating documents, reports, grant and contract applications, short and long term goals and objectives and performance measures.  
Skill in managing, advising and directing staff with complex internal relationships and maintaining effective and cooperative working relationships.  
Ability to develop, organize and structure an early childhood education department.  
Ability to interpret and apply federal, state and Nation policies, laws and regulations.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves a minimum of physical effort in an office setting.

**MINIMUM QUALIFICATIONS:**

- A Master's degree in Education; and five (5) years of administrative, teaching or management experience in Pre-K to 12; three (3) years of which must have been in a supervisory capacity equivalent to a School Principal, a Public School Superintendent or Assistant Superintendent.

**PREFERRED QUALIFICATIONS:**

- A Doctorate in Education (EdD) or PhD in Leadership in Educational Administration.

**SPECIAL REQUIREMENTS:**

- Must possess current Superintendent's Licensure.
- A favorable background investigation.
- Possess a valid state driver's license.

**Supplemental Requirements:**

Incumbent must obtain a physical examination, a First Aid Certificate, a Cardiopulmonary Resuscitation (CPR) Certificate and a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire. Incumbent must abide by the program's standards of conduct.

Incumbents of the class are required to demonstrate fluency in both the Navajo and English languages as a condition of employment.