

HEAD START COMMUNITY PARTNERSHIP MANAGER

DEFINITION: Under general direction, performs work of considerable difficulty in providing professional expertise and oversight of the Community Partnership services of Navajo Head Start; ensures compliance with the Head Start Performance Standards and applicable local, state and federal regulations through ongoing, consistent review, monitoring and follow up; collaborates with all other Head Start components in order to provide quality controls, training, services and compliance monitoring; develops, implements and maintains ongoing quality assurance and performance process to measure, evaluate and assure quality and performance according to Head Start Performance Standards; 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:

Plans, organizes, directs and supervises a broad range of community partnership services for Head Start and Early Head Start children, families and staff in collaboration and entering data and assessment information in the Child Plus software; implements and monitors all community partnership activities; coordinates and assists in public relations, parent involvement and cultural competency to promote program; encourages, supports and provides technical assistance to parent and interest groups in addressing community needs; provides information, referral and coordinates efforts to link staff, families and children with appropriate resources; collaborates with outside agencies to advocate for the needs of Head Start families; conducts regular visits at all centers; observes for collaboration and coordination among component areas; participates in the planning and implementation of the self and community assessments; assists in training, assigning and scheduling parent volunteers; consults with administrators and staff to determine program needs for various volunteer services.

Designs and provides training to staff and parents which include both specialized and trans-disciplinary subject matter; collaborates with community organizations to collect and disseminate information and to arrange additional training and services; develops and distributes materials in areas of specialization which includes community resources, child abuse prevention and parenting education, including fatherhood involvement; meets with staff regarding issues related to child abuse, domestic violence, follow up on family health/wellness and diversity issues; researches areas for best practices and system improvements; prepares, interprets and analyzes program student data for purposing of evaluating and measuring educational program services and compliance; develops policies, guidelines and monitoring instrument to evaluate programmatic areas.

Maintains internal control mechanisms for program accountability and transparency; meets with management teams and provides technical assistance and support to ensure program effectiveness; assigns and reviews work of staff; conducts performance appraisals; takes appropriate action when necessary; interprets policies and procedures, rules, regulations and directives; coordinates and facilitates work sessions with the Navajo Head Start Parent Policy Council and the Navajo Nation Board of Education; serves on committees, panels and advisory boards; participates in meetings and strategy sessions to stay informed of priorities, raise issues and provide feedback; attends chapter and community meetings to disseminate information; provides technical assistance and information to parents and communities; attends meetings, trainings and professional development activities; may perform special projects as assigned by the Assistant Superintendent.

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KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:

Knowledge of the principles and practices of educational administration and processes.
Knowledge of Navajo Nation, Head Start Performance Standards, federal, state and local laws, codes, regulation and guidelines governing aspects of tribal operations relative to program responsibilities.
Knowledge of principles of crisis intervention, counseling or psychology.
Knowledge of budget and reporting systems, program analysis and performance measures.
Knowledge of quality improvement processes, protocols, changes and updates.
Knowledge of program operation activities, mission and client service requirements.
Knowledge of data collection and information processes and systems.
Skill in developing and analyzing program strategic plans, operating systems, procedures and controls.
Skill in developing and executing documents and reports, short and long term goals and objectives and program performance measures.
Skill in managing staff and complex internal relationships, maintaining open communication and effective working relationships.
Skill in providing advice and direction to subordinate managers, supervisors and staff.
Skill in the collection, analysis and evaluation of information to arrive at sound conclusions and recommendations.
Skill in researching, compiling and preparing reports and related information.
Skill in oral and written communications with strong emphasis in providing training.
Ability to analyze complex procedures and systems and develop problem solving strategies.
Ability to supervise and carry out the analysis and preparation of reports and budgets.
Ability to handle highly stressful and sensitive situations in a professional manner.
Ability to interpret and implement complex policies and regulations.

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

MINIMUM QUALIFICATIONS: A Bachelor's degree in Education, Humanities, Child Development or a closely related field; and five (5) years of work experience in early childhood, grants and program management, three (3) years of which must have been in a supervisory capacity; OR a Master's degree in Education, Humanities, Child Development or a closely related field; and three (3) years of work experience in early childhood, grants and program management, two (2) years of which must have been in a supervisory capacity.

SPECIAL REQUIREMENTS: Must pass a criminal background check, fingerprinting and employee assessment prior to date of hire; and must possess a valid state driver's license. Within 90 days of employment must obtain a physical examination, a First Aid Certificate, a Cardiopulmonary Resuscitation (CPR) Certificate and a Navajo Nation Vehicle Operator's Permit.

Depending on the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.