

HEAD START ADMINISTRATIVE REGIONAL MANAGER

DEFINITION: Under general direction, performs work of moderate difficulty in the administration and management of a Navajo Head Start (NHS) and Early Head Start regional office; promotes consistent exchange of information between head start centers, regional office and central NHS office; maintains continuous communication with the Assistant Superintendent and central management staff; assures that quality services are delivered in a coordinated, integrated manner; ensures compliance with Head Start Performance Standards and applicable Federal, State, Navajo Nation policies, procedures, standards and regulations; 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:

Performs administrative office and management functions to Navajo Head Start and Early Head Start children, families and staff; adheres to, maintains, interprets and translates policies and compliance, rules, regulations, directive and mandates to staff, parents, committees and the public; maintains compliance to all regulatory laws to maintain internal control mechanisms for regional offices and NHS centers with accountability and transparency; acquires quotes for procurement on supplies, equipment and contractual services; acts in authoritative capacity in securing safety, security and protection for people using the regional office, its property and equipment and grounds including surrounding area or space; establishes positive approach by networking with people in a proactive manner; works with regional spokesperson representing the NHS regional office at parent, community, chapter and other meetings; provides assistance and support to internal development and practices, training, conferences, workshops and presentations; collaboratively works with managers and supervisors to implement program goals, objectives and plans to initiate and/or maintain smooth and progressive operations.

Researches and compiles data to prepare reports as required by the Head Start Program; ensures program compliance in meeting applicable federal mandates through application of Head Start Performance Standards, Family Education, Privacy/Confidentiality Act, Navajo Nation Code and other pertinent rules and regulations; documents and monitors program activities the community partnership awareness for NHS center staff including training for parents on child development and parenting concepts, involved in planning and conducting self and community assessments; prepares, interprets and analyzes program and community data to evaluate and measure educational program services; addresses head start issues and provides feedback using best practices for system improvement, informing and updating the Assistant Superintendent and regional staff as necessary to maintain communication; assists regional staff with food and purchase orders; works closely with center and central coordinators and management staff.

Observes, evaluates and reports on developmental needs and programmatic areas to assist in policy/guidelines development; maintains logs to track and monitor visitors and participants; addresses community needs by supporting and providing assistance to students, parents, staff and interest groups by identifying resources, coordinating volunteerism, consultation with colleges, universities, local schools, Navajo Nation programs and technical assistance to central management team in scheduling yearly and/or other mandated trainings; works directly with Indian Health Services, Office of Environmental Health, Fire Department and Office of Head Start to obtain trainers.

Works directly with human resources in the hiring process for regional staff and informs human resources of staffing needs and changes; manages files, documents, inventories, data input and all other pertinent services: contract agreements, payment of services, preparation and submission of timesheets, travel

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authorizations, etc.; prepares travel authorizations, purchase requisitions; participates in budget development and management thereof; attends meetings, training and professional development activities; may perform special projects as assigned by the Assistant Superintendent.

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:

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 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 computer software, word processing, database and spreadsheet applications. Skill in developing and executing documents and reports, goals and objectives. Skill in communicating effectively both orally and in writing. Skill in applying judgment in the release of confidential information. Skill in maintaining filing and records systems. Ability to provide technical advice and guidance on human resources actions and processes. Ability to communicate (verbal and written) effectively and appropriately with others. Ability to prioritize and manage work load and deadlines. Ability to work independently and in team environment.

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

MINIMUM QUALIFICATIONS:

- An Associate's degree in Education, Business Administration, Accounting, Public Administration, Office Administration, Communication, Humanities, Liberal Arts or closely related field; and three (3) years of administrative work experience, two (2) years of which must have been in a supervisory capacity.

PREFERRED QUALIFICATIONS:

- A Bachelor's degree in Education, Public Administration, Business Administration, Human Resources, Office Administration, Communication, Humanities, Liberal Arts or closely related field.
- Five (5) years of administrative and management experience, including three (3) years of supervisory experience.
- FMIS Certification.
- Proficient in Microsoft Office software and other computer applications.

SPECIAL REQUIREMENTS:

- A favorable background investigation.
- Possess a valid state driver's license.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire. Incumbent must abide by program's standard of conduct.

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.