

CHEYENNE RIVER SIOUX TRIBE
HEAD START PROGRAM
EARLY CHILDHOOD/DISABILITIES MANAGER/TEACHER SUPERVISOR

DESCRIPTION OF WORK

General Statement of Duties: Provides supervision for the Eagle Butte Center Teachers/Teacher Aides and for all out-centers and plans the implementation of the Early Childhood and Disabilities Component.

Supervision Received: Under the immediate supervision of the Program Director.

Supervision Exercised: Supervises all of the Teachers/Teacher Aides, one-on-one aides in the Eagle Butte Center, Dupree, Cherry Creek, Red Scaffold, White Horse, Swiftbird, and Timber Lake Centers.

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

Supervises the following Teachers/Teacher Aides in Cherry Creek, Dupree, Red Scaffold, Timber Lake, White Horse, and Eagle Butte Centers. Conducts on-site monitoring in all centers for the purpose of observation and evaluation.

Coordinates the restructuring, development, articulation, and evaluation of the Head Start program curriculum in consultation with parents, Head Start staff, and Parent Policy Council. Also, coordinates the development, integration, and evaluation of the Disabilities component into the overall operations of the Head Start Program.

Coordinates the development of appropriate and “authentic” assessment methods, instruments, and processes to ensure accurate alignment of assessment with established learning, growth, and development outcomes of children and the curriculum.

Responsible for the revision and evaluations of the disabilities component area for the continuation grant application in accordance with parents, Policy Council, staff and other appropriate resources in reference to the outcomes of the Annual Community Assessment (CA), PIR, and other assessment items as needed.

Develops component and service plans and updates as required. Evaluates and prepares monthly reports and any other required reports according to the reporting requirement for the Program Information Report (PIR).

Coordinates and participates in the development and implementation of the IEP process. Identifies available resources and makes appropriate referrals as necessary for implementation of Individual Education Plan (IEP) recommendations and monitors each Head Start Center bi-weekly to evaluate the Disabilities Component for implementation of services. Identifies available resources i.e., BIE, Local Education Agency, I.H.S., Three Rivers Counseling Services, etc. and makes appropriate referrals as necessary for implementation of the Individual Education Plan (IEP) recommendations

Upon receiving the screening results or referrals; the Disabilities Manager will state the IEP process with BIE, Local Education Agency Northwest Area Schools, parents/guardians, and

other agencies to develop the IEP for each child with areas of concern.

Coordinates and implements educational research activities appropriate for increasing the quality and effectiveness of Early Childhood Development component services; conducts sharing, planning, and work sessions with component Coordinator's, Teachers, parents, and Teacher Aides to improve component services (includes curriculum development).

Monitors and prepares reports including statistical and narrative which are appropriate for measuring the criteria and outcomes of the disability's component services with respect to the progress towards meeting component objectives.

Maintains consultation with parents and Teachers to ensure that centers have access to essential learning and curriculum materials, supplies, resources, and equipment.

Maintains Child Assessments, referrals, services, and other data and information in a manner consistent with the Privacy and Confidentiality Acts.

Coordinates and develops an interdisciplinary team development and operation to ensure that resource service is delivered. Coordinates staff development in the area of Disability development for all staff.

Periodically checks the children's files to ensure that all appropriate information is in each individual file.

Advises the Director on all matters pertaining to the quality development and implementation of services through the Early Childhood Development and Disabilities components, including recommended modifications.

Assists the Director in submittal of necessary information and documents for any amendment of the grant which pertains to the Early Childhood Development component.

Develops Memorandum of Agreements (MOA's) with agencies (LEA's) and individuals to provide services to children with disabilities and their families; which includes outlines of training and workshops for staff, Parent Policy Council, and parents.

Ensures the integration of other program component activities is accomplished in accordance with the Performance Standards and the component plans of the Head Start Program.

Consults with elementary school kindergarten Teachers and Principal to identify expectations of Head Start students for transitioning into kindergarten.

Administer annual performance evaluations on all Teaching Staff.

Reviews and approves time-sheets, leave slips, and compensatory hours for all Teaching Staff.

Attends all parent meetings and assists with Ten (10) Community Assessments Forms.

Participates in all activities during the "Week of the Young Child" which includes; field day, parade parent appreciation dinner, and pow-wow. Attends and assists with the Head Start graduation, field trips, and other Head Start activities.

Other job related duties as assigned by Program Director

MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Must be computer literate and have data entry skills. Skills in demonstrating referrals, screenings, assessments, resource networking, activity development, IEP development, and all related areas of serving children with disabilities. Must have teacher and student observation and evaluation skills. Ability to plan, coordinate, and facilitate task groups consisting of parents and staff in areas of curriculum development assessment, evaluation, learning styles, curriculum planning, and related areas of training. The ability to facilitate staff and parent trainings. The knowledge to prepare statistical and narrative reports including monthly reports of all activities. Counseling and interviewing skills that include knowledge of human development, family dynamics, and Lakota language and culture.

Education: Must possess a Bachelor of Arts degree in Early Childhood, or Bachelor Degree in Elementary Education required.

Experience: Supervisory experience is preferred but not required. Two year's experience working with children/families with disabilities.

Special Requirements: Must have a physical examination within ten (10) days of employment and a yearly physical thereafter. Must have a yearly TB Test. Must start the Hepatitis B vaccine series within ten (10) days of employment or provide documentation of prior hepatitis B vaccinations. Incumbent is subject to CRST Drug and Alcohol Testing Policy, also subject to Tribal/local, Federal, and State background checks in accordance with P.L. 101-630, P.L. 101-647 and Resolution No. 86-2013_CR.

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