



Our Mission is about ending poverty.

What's yours?

KOOTASCA is proud to be a part of the National Community Action Network.

We know that Community Action changes people's lives, embodies the spirit of hope, improves communities and makes America a better place to live. We care about the entire community and we are dedicated to helping people help themselves and each other.

Our agency is proud to offer:

- A Strong Mission and Vision
- **Personally Fulfilling Work**
- A Team Environment
- **Professional Growth & Development Opportunities**
- Training- Both on the Job and Outside the Agency
- **Promotion from Within**
- Stable Hours and Scheduling
- **Scheduled Raises and Cost-of-Living-Adjustments**
- A Value of Life Experience Along With Education Attainments
- **Second-Chance Employment**

Full Time Employees Enjoy:

- **A Generous Paid-Time-Off Package**
- 13 Paid Holidays per year
- **Access to:**
 - Medical Insurance w/ an agency contribution to a Medical Saving Account
 - **Dental Insurance**
 - Company Paid Base Life Insurance
 - **Voluntary Life Insurance Options**
 - Short-Term Disability Insurance
 - **Supplemental Insurances**
 - Medical Flexible Spending
 - **Dependent Care Flexible Spending**
- An Employee Assistance Program
- **Tuition Assistance Opportunities**

At KOOTASCA, we hire people who are dedicated to our mission and the work we do. Our staff are committed, passionate, and continually go above and beyond in using their skills and talents to serve our communities. **We know that our employees make the biggest and most important difference in our continued success.** Our agency is looking to hire people who are:

- Dedicated
- Passionate
- Self-Motivated
- Self-Accountable
- Compassionate
- Team-oriented
- Flexible to the changing needs of the population we serve.

Do these describe you? Are you looking for a job with meaning and the opportunity to give back?

Do you want to be part of our Mission of "Building Community to End Poverty"?

Read more about our current openings at www.kootasca.org by selecting "Employment" from the "About" tab.

EXTERNAL POSTING: Director of Education

JOB SUMMARY: Responsible for the leadership, development, administration, delivery, ongoing monitoring and evaluation of the agency's education programs including: Head Start, Early Head Start and Teenage Parent Program (TAPP). Ensure compliance with all applicable federal, state, and local rules, regulations, licensing and policies related to Head Start, Early Head Start, and TAPP programs. Position requires knowledge of early childhood education funding sources with ability to integrate multiple funding streams and community partners to provide the best possible services to children and families. The Director of Education serves as part of the Invest Early Leadership team to provide quality integrated early childhood programming while ensuring Federal Head Start regulations are met.

EDUCATION/EXPERIENCE REQUIREMENTS: Four-year college degree in Business, Education, Social Service, or related field. Two years in comparable administrative responsibilities with supervisory experience.

OPENING DATE: Friday, October 5, 2018

RATE OF PAY: Entry Wage of \$27.49 with Wage Range of \$27.49 to \$36.41 per hour

SCHEDULE: 40 Hours per Week

BENEFITS: Generous Paid-Time-Off (PTO) package, Holiday Pay, Health, Life, Dental, and supplemental insurance options, 401(k) deferral and employer contribution (after meeting requirements), Flexible Spending Account options, Employee Assistance Program, Tuition Assistance and Loan Forgiveness Opportunities.

LOCATION: Grand Rapids, MN

APPLYING: Applicants must complete a KCA job application to be considered for the position. Applications, a complete job description, and more information can be obtained from the KCA public website at www.kootasca.org (under About Us, Employment, and then selecting Career Center) or by contacting us at the information below.

CLOSING DATE: This position will remain open until filled. Applications will begin being reviewed on Monday, October 15, 2018.

CONTACT INFO: Marta Carrigan, Human Resources & Board Services Director.
Phone: 218-999-0807
Fax: 218-999-0841
E-mail: martac@kootasca.org
Mailing: 201 NW 4th St. Suite 130. Grand Rapids, MN 55744

KOOTASCA Community Action, Inc. is an Equal Opportunity and Affirmative Action Employer. Applicants will receive consideration without regard to disability or protected Veterans status.

Upon request, all forms will be made available in alternative formats per requirements of ADA.

JOB TITLE: DIRECTOR OF EDUCATION

INCUMBENT NAME:		PROGRAM:	EDUCATION
SALARY GRADE:	13	LOCATION:	GRAND RAPIDS
REPORTS TO:	EXECUTIVE DIRECTOR		
FLSA DESIGNATION:	EXEMPT	COMPENSATION:	SALARY
APPROVED:	_____	_____	_____
	<small>HUMAN RESOURCES DIRECTOR</small>	<small>SUPERVISOR</small>	<small>INCUMBENT</small>
			<small>DATE</small>

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ESSENTIAL FUNCTIONS:

Funding/ Fiscal:

Responsible for the writing of grant applications and securing of funding for ongoing program operations, as well as new and innovative programs that meet the needs of low income households.

Develop and manage department wide budgets totaling three million dollars. Work with the agency fiscal department to monitor expenditures and make adjustments as needed.

Work in collaboration with the agency Fiscal department to ensure requests for funds and reports to funding sources are submitted accurately and timely.

Ensure all regulations for the Child and Adult Food Care Program (CACFP) are met, including the preparation and submission of reports in a timely manner.

Ensure sufficient In-Kind process and procedures are in place and meeting the Federal requirement of a 20% non-Federal share.

Program Planning and Ongoing Monitoring:

Responsible for the development of program long-range goals and short-term objectives that meet funding source guidelines and improve program-wide goals and objectives.

Work with department and agency leadership to ensure necessary process and procedures are in place that guarantees program compliance in all program areas including: Health, Safety, Nutrition; Education; Special Needs/Mental Health; Family & Community Partnerships; Enrollment; Recruitment & Attendance; Fiscal; and Human Resources.

Within the Head Start guidelines, determine areas in the community where Head Start services will be offered, including program options. Develop, coordinate, arrange, and provide plans to use all available community resources for Head Start children/families.

Establish a process that ensures implementation of criteria for selection of children within applicable

laws and HHS guidelines.

Work with the Education Leadership Team, program parents, agency staff, and Board of Directors to complete an annual self-assessment. Analyze and interpret information and develop a plan to improve program process and guide ongoing program planning.

Establish and maintain a system of ongoing monitoring and continuous program improvement.

Program Governance:

Maintain a parent Policy Council that is responsible for the direction of the Head Start program. Develop and maintain an open and viable working relationship with parent representatives to ensure the work of Head Start is achieved. Ensure participation of parents in accordance with the performance standards.

Maintain a system of shared decision making between the Governing Board and program wide Policy Council.

Facilitate monthly Program Design & Management Committee meetings made up of Policy Council and members of the KCA Board of Directors.

Conduct annual Policy Council and Board member training.

Secure Board of Director and Policy Council approval on all required documents and funding applications.

Present information about the program to Board, Policy Council, and community as needed.

Leadership:

Develop and grow a strong internal leadership structure based on mutual respect.

Make recommendations to the Executive Director regarding Head Start personnel policies and practices to ensure compliance with agency policies.

Assist Agency leadership in establishing and monitor the procedures for annual Head Start staff performance evaluations. Recognize staff for skills and strengths. Assist staff in reaching goals for improvement.

Oversee the employment of department staff, including hiring, training and coaching, provision of progressive disciplinary action, and termination when necessary.

Initiate annual reviews of job descriptions, working conditions, and scheduling.

Develop and maintain Memorandums of Understanding (MOUs) with partner school districts.

Work with agency team to develop a community wide needs assessment every three years and update yearly in accordance with Head Start Performance Standards.

Represent the Education department at bimonthly Agency Operations Team meetings.

Provide leadership in the Invest Early (IE) collaboration. Serve on IE leadership, Nuts + Bolts, and training committees.

Responsible for the public relations function for the program.

Work with the Head Start leadership team to identify community organizations and businesses that may provide support and resources to the Head Start program, families, and children.

Seek out and develop meaningful community partnerships for the Head Start program. Monitor, evaluate and update written agreements as needed.

Participate and attend trainings, conferences, and meetings.

Travel requirements include site visits, local trainings or meetings, as well as overnight trainings and meetings.

Use authority to make decisions committing the agency in a strategy area.

Forge organizational and system partnerships.

Be a key advocate for low income people.

Maintain positive work atmosphere by behaving and communicating in a manner that fosters good relations with clients, customers, co-workers and supervisors.

Treat clients, co-workers and the public in a respectful and courteous manner at all times.

Maintain confidentiality of agency issues.

This job description is not intended to be all-inclusive and employee will also perform other reasonably related business duties as assigned.

EDUCATION AND EXPERIENCE:

Four-year college degree in Business, Education, Social Service, or related field.

Two years in comparable administrative responsibilities with supervisory experience.

KNOWLEDGE, SKILLS, ABILITIES, OTHER:

Working knowledge of: child abuse laws, Head Start Performance Standards, state licensing requirements (DPW #3), USDA guidelines, KOOTASCA Personnel Policies and Procedures, and community resources.

Ability to successfully and satisfactorily pass a background study process prior to hire, which includes:

- State and Federal Sex Offender Registry
- Child Abuse and Neglect State Registry
- State or Tribal Criminal History Records, including Fingerprints
- Federal Bureau of Investigation Criminal History Records, including fingerprint.

Ability to work independently, use own judgment to organize and develop systems for accuracy, meet deadlines and maintain confidentiality.

Ability to work effectively with community providers while serving as an advocate for families experiencing poverty.

Demonstrated physical ability to mentor with staff, parents and children.

Telephone access is an agency requirement for this position.

A physical exam is required within 60 days of employment and every three years thereafter.

A required TB risk assessment must be completed upon hire. If a TB risk factor is present, a Mantoux test is required. Failure to follow up with additional testing will result in termination of employment. The TB risk assessment must be completed every three years.

Ability to travel as positions requires.

Concern for the low-income family and the desire to promote the Head Start Philosophy.

Oral and written communication skills.

Skilled in leading community and system change.

Must have command of the data surrounding issues of the high impact strategy as assigned.

Requires sitting, standing, bending, stooping and reaching with manual dexterity sufficient to operate standard office machines such as computers, fax machines, calculators, copy machines, telephone and other office equipment.

Must be able to handle diverse work problems on a daily basis. Requires the ability to set priorities and work schedule, yet adjust to changes necessitated by last minute assignments and deadline request that may prove stressful.

Must have auto insurance coverage as required by the State of Minnesota for any vehicle used for work.

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