



PUEBLO OF JEMEZ  
JOB ANNOUNCEMENT  
2026-055  
EDUCATION  
EARLY CHILDHOOD  
EARLY CHILDHOOD EDUCATION PROGRAM MANAGER

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<b>Position Title:</b>	Early Childhood Education Program Manager	<b>Pay Level:</b>	\$66,940.56-\$100,410.84
<b>Position Open Date:</b>	7/2/2026- Until Filled	<b>Classification:</b>	Exempt
<b>Position Status:</b>	Full-Time	<b>Location:</b>	Early Childhood
<b>Supervisor:</b>	Director, Education		

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**POSITION SUMMARY:**

Responsible for development, oversight, coordination, and provision of the Early Childhood Education program; ensures quality services are executed within the scope of work of the federal and state regulations.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties required.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION & EXPERIENCE:**

Bachelor's degree in management, education, early childhood education or a closely related field; AND five (5) years of professional experience in providing education services; two (2) years of which were in a supervisory/managerial role.

**REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:**

New Mexico Driver's License  
Background Investigation  
Early Childhood Education certification if no experience working with young children/babies, AND, working in early childhood setting.

## **PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

## **ESSENTIAL FUNCTIONS:**

- Plans, organizes, assigns, supervises, reviews and evaluates the work of assigned staff.
- Recommends selection of staff; trains staff and provides for their professional development; administers discipline as required.
- Plans, goals, objectives, procedures and work standards for the program; prepares the budget and administers the budget for the program.
- Develops, implements and evaluates short and long-range program goals with established operational mission statements for the provision of early childhood education.
- Assesses client needs to identify gaps in service and effectiveness of early childhood education programs; reviews and recommends program changes; surveys the community and the potential client service base; develops reviews and implements potential new programs; publicizes program throughout the community.
- Ensures proper scheduling of services and allocation of resources; evaluates program effectiveness and efficiency, ensures that such programs meet standards and regulatory requirements and professional standards; performs quality control of functions and staff.
- Ensures adherence to federal, state and local laws, rules and regulations.
- Prepares, maintains and negotiates current and new grant contracts.
- Monitors grant compliance; prepares and submits all program reports, budgets and statistical data as required by the program, state and funding sources; reviews monthly financial status reports, reviews expenditures from within budgeted line items.
- Develops, implements and oversee education and awareness activities for all ages in a variety of community settings related to early childhood education.
- Interacts with Governors, Tribal Council, Tribal Administration, Policy Council, Parents Committees, parents and federal, state and local agencies to advocate for the Head Start program to benefit children and families.
- Contributes to the overall quality of the unit's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures.
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

## **REQUIRED KNOWLEDGE AND SKILLS:**

Knowledge of:

- Towa language.
- Operational characteristic, services and activities of early childhood education programs.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline, administrative principles and practices, including goal setting and program development, implementation and evaluation.
- Principles and practices of educational program planning, development, implementation and administration.
- Applicable laws, codes and regulations, to include Head Start performance standards HIPAA, OSHA, and other applicable regulatory or professional standards.
- Principles, practices and methods of community education need assessments and program evaluation.
- Principles, practices and methods of developmentally appropriate multicultural and bias free curriculum.
- Education trends and community needs and resources.
- Principles and practices of budget development and administration.
- Principles and practices of grant administration.
- Computer applications related to the work.
- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.

Skill in:

- Developing, implementing and administering goals, objectives, policies, procedures and work standards for providing effective and efficient early childhood education programs.
- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Training others in policies and procedures related to the work.
- Developing and implementing goals, objectives, policies, procedures and work standards.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Developing and administering the budget for assigned programs.
- Interpreting, applying and explaining applicable laws, codes and regulations.
- Implementing developmentally appropriate multicultural and bias free curriculum.
- Evaluating and coordinating services provided to the community.
- Preparing accurate, clear and concise medical documentation, reports, correspondence, records and other written materials.
- Using initiative and independent judgment within established policy guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

**To apply for the position posted, please apply as follows**

**Send;**

**Pueblo of Jemez Job Application**

**To;**

**[humanresources@jemezpueblo.org](mailto:humanresources@jemezpueblo.org)**

**Or;**

**Pueblo of Jemez-Attention Human Resources Department**

**PO Box 100**

**Jemez Pueblo, NM 87024**