



**PUEBLO OF LAGUNA
DEPARTMENT OF EDUCATION**

P.O. Box 207
Laguna, New Mexico 87026
(505) 552-6008

Vacancy Ann.: #13-2025

Opening Date: June 16, 2025
Closing Date: Open Until Filled
Position Title: ERSEA Coordinator/Child Care Manager – DEC
Salary: Per Salary Schedule

DESCRIPTION OF WORK:

Under collaborative direction of the DEC Programs Director and other DEC administrators, the ERSEA Coordinator works with all Head Start staff to be in compliance with all Head Start Performance Standards regarding eligibility, recruitment, selection, enrollment and attendance of all children and their families engaging with the Head Start programs; and coordinates activities with community partners to help align family support services in Laguna for families with young children in alignment with the Office of Head Start's National Center for Parent, Family and Community Engagement Framework.

MINIMUM EDUCATION, EXPERIENCE & LICENSURE REQUIREMENTS:

Bachelor of Arts or Bachelor of Science in Early Childhood Education, Human Services, or a related field. Master's degree preferred in any of the above fields and/or Education Administration. Three to five years' progressively responsible professional experience. Early Childhood classroom experience preferred. Direct professional work with families, family services staff and community agencies.

OTHER REQUIREMENTS:

****Must also have a current and valid State of New Mexico driver's license, be insurable, and no DWI convictions within the past five (5) years. Must pass a pre-employment drug/alcohol and background clearance check.**

APPLICATION INSTRUCTIONS:

Visit our website at www.lagunaed.net; click on Employment for an application, job description and instructions.

Interested applicants may do the following:

- Email complete application packet with following required documents to humanresources@lagunaed.net:
 - LDoE Application – located on the LDoE website
 - Letter of Intent/Cover Letter
 - Resume
 - Copy of degree(s) and/or certificate(s)
 - 3 Letters of Recommendation - letters need to be dated one year to current (these letters can be sent to the HR email address)
- Or you may Mail your complete application packet with required documents to *Laguna Department of Education, ATTN: Human Resources, P.O. Box 207, Laguna, NM 87026.*

Pueblo of Laguna -- Department of Education

Job Description

Job Title: Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Coordinator
Department: Division of Early Childhood
Reports To: DEC Programs Director
FLSA Status: Exempt – Year long

SUMMARY

Under collaborative direction of the DEC Programs Director and other DEC administrators, the ERSEA Coordinator works with all Head Start staff to be in compliance with all Head Start Performance Standards regarding eligibility, recruitment, selection, enrollment and attendance of all children and their families engaging with the Head Start programs; and coordinates activities with community partners to help align family support services in Laguna for families with young children in alignment with the Office of Head Start's National Center for Parent, Family and Community Engagement Framework.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Develops, facilitates and implements DEC ERSEA and Community Engagement service plans, including DEC staff and program directors; .
- Plan, develop and initiate coordinated community and LDoE effort to assist families in identifying resources available for health and other family support services.
- Plan and coordinate DEC Child Find Activities with input from all DEC programs.
- Assists DEC administrators with annual DEC community assessment and Program Self Assessment
- Plan, coordinate, and facilitate ERSEA training for staff and also make all DEC staff aware of community engagement activities
- Participate in community leadership training and promote and support the number and scope of village leadership activities.
- Assist in file reviews pertaining to ERSEA documentation: and provide monthly analysis of ERSEA data.
- Ensures ERSEA and community engagement data is entered into ChildPlus database for annual Head Start Program Information Report.
- Assist DEC in making referrals to appropriate community resources.
- Supports DEC efforts in promoting health and wellness for themselves, children, families, DEC staff and community.
- Others duties may be assigned.

MINOR RESPONSIBILITIES:

- Maintain accurate written records of work effort and provide monthly report to DEC administrators regarding analysis of ERSEA and community resource engagement
- Maintain accurate written records of work effort in community and LDoE collaborative effort in indentifying available health and other family support services.
- Attend and participate in professional development activities and appropriate organized community events designed to promote collaboration.
- Other duties as requested.

COMMUNICATION REQUIREMENTS:

- Regular telephone and in-person contact with families, supervisor, other coordinators, agencies and the community.
- Follows LDoE chain of communication procedures

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Bachelor's degree. Direct professional work with families, family services staff and community agencies.

SKILLS and ABILITIES REQUIRED:

- Must have knowledge of and respect for all cultures; and have an awareness and responsiveness to the Laguna Keres culture, traditions and language.
- Evidences excellent interpersonal skills.
- Possesses self-discipline.
- Demonstrates initiative.
- Possesses excellent organizational and time management skills.

COMPUTER EQUIPMENT and SOFTWARE REQUIREMENTS:

Computer skills needed in Microsoft Office; ability to prepare reports, use basic Excel, and develop PowerPoint presentations.

ChildPlus database experience preferred.

CERTIFICATES, LICENSES, REGISTRATIONS:

Maintains current First Aid/CPR and Food Handlers' Training certification

Valid New Mexico Driver's License and maintains insurability for driving LDoE program vehicle

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel, such as keyboarding and writing. The employee frequently is required to reach with hands and arms and talk or hear. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee will work in an office environment and in close quarters with other staff. May occasionally travel to other sites that are not wheelchair accessible. The noise level in the work environment is moderate.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Pueblo of Laguna -- Department of Education

Job Description

Job Title: Preschool Head Start/Child Care Manager
Department: Preschool Head Start/Child Care Program
Reports To: Director, Laguna Department of Education
FLSA Status: Exempt – Year long

SUMMARY

Under direction of the Director, Laguna Department of Education, the Manager serves as liaison between program staff, Parent Policy Council (PPC), the Parent Committee (PC), Board of Education, Tribal Council and community agencies to assure the adequate flow of information in all directions so that each group is well informed and well heard. The Manager maintains an overview of the organization to assure that all programs, services, and systems are developed in accordance with Head Start Performance Standards, and congruent with Division of Early Childhood and the Department of Education's organizational philosophy, mission, and values. The Head Start/Child Care Manager may participate in the local, state, and regional communities and acts as a conduit for input and information, promotes innovation at all levels. The Manager should be an effective advocate for staff, families, and children. Performs any other job-related duties requested by any person authorized to give instructions or assignments.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assignment

- Keep current on organizational spending trends.
- Discuss budget amendments with the Director.
- Monitor governmental statutes, regulations, transmittal notices and memorandums pertaining to the Head Start Program.
- Recommend hire, mentor, coach, administer growth and development plans, and evaluate the performance of all members of the Head Start staff, including: teachers, teaching assistants, custodians, bus drivers, cooks, coordinators, home visitors, secretary and clerks.
- Submit monthly reports on direct service activities and status to the Director
- Monitor and assure availability of supplies, equipment, and maintenance.
- Design and administer internal structures and systems.
- Create and maintain supportive documentation as appropriate.
- Monitor budgets; identify and interpret Head Start/Child Care and community needs; maintain conformance to performance standards and other regulatory requirements.
- Work with Head Start Education Coordinator, the teaching staff on curriculum development and classroom staffing requirements.
- Oversight of payroll and leave information for accounting department.

MINOR RESPONSIBILITIES:

- Complete appropriate documentation for case notes, referral, and follow-up and assure confidentiality of family records.

- Attend and participate in team meetings, staffings, trainings, professional development activities and appropriate organized community events designed to promote collaboration.
- Build partnerships with local agencies, community service organizations, and educational providers.
- Other duties as requested.

COMMUNICATION REQUIREMENTS:

- Frequent telephone and in-person contact with teaching and office staff, parents, volunteers, and community representatives for exchange of information and services, and general problem solving.
- Written correspondence, newsletter articles, flyers, brochures, memos, and grant application materials to generate revenue, disseminate general information and education materials.
- Attend regularly scheduled meetings with staff and teachers to maintain collaborative efforts across all components.
- Frequent contact with parents for purposes of advocacy, education, and general information sharing.
- Regularly scheduled group presentations to staff and parents for purposes of training, education and information.
- Referrals for educational, medical, or social issues for children and families.

SUPERVISORY RESPONSIBILITIES:

Responsible for supervision of 40+ employees, including supervision for wraparound child care program. Directs classroom-staffing requirements, oversees facility management and janitorial issues, manages bus drivers and bus route requirements.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Minimum of a Bachelor of Arts or Bachelor of Science in Early Childhood Education, Human Services, or a related field. Masters degree preferred in any of the above fields and/or Education Administration. Three to five years' progressively responsible professional experience. Early Childhood classroom experience preferred.

SKILLS and ABILITIES REQUIRED:

- Demonstrated experience in administration and supervision, especially supervision of staff with diverse educational strengths, development goals and cultural background.
- Experienced at balancing regulatory requirements with budget constraints and growing community needs.
- Strong knowledge of theories and practices of Early Childhood Education, Human Services, and/or Human Development.
- Experience in design and delivery of training.

- Excellent oral and written communication skills to a diverse group of professional, para-professional, community leaders, and parents.
- Strong leadership skills.

COMPUTER EQUIPMENT and SOFTWARE REQUIREMENTS:

Basic word processing skills (i.e. Microsoft Office Systems) and spreadsheet programs a plus.

CERTIFICATES, LICENSES, REGISTRATIONS:

New Mexico teaching or administrative license.

Valid New Mexico Driver's License.

PHYSICAL DEMANDS:

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