

# Head Start Pathways Coordinator

## About WETCC

Established as a not-for-profit tribally controlled educational institution of higher learning, the first Charter was approved on February 5, 1998 "...to provide adult education and post-secondary educational services to enrolled members of the White Earth Reservation and to other eligible Indians and non-Indian residents of the area..."

Initial Candidacy for Accreditation by The Higher Learning Commission was granted on October 14, 2004, with full accreditation granted on October 8, 2008.

## Position Information

Under the supervision of the Academic Dean. serves as Advisor and Mentor for students in the Head Start Pathways program. Coordinates between multiple stakeholders to strive for the success of the program. This is a grant-funded position, currently funded through September 2025.

## Duties & Responsibilities:

Consults, plans, organizes, and facilitates activities for the Head Start Pathways program which is a five-year program focusing on educational opportunities for Head Start staff pursuing the AA degree at WETCC and the BS degree at UMN Crookston.

Coordinates with WETCC staff and departments, University of MN Crookston staff and departments, White Earth Head Start Program, other early childhood programs in the area, and students in the program.

Serves as Advisor and Mentor for students in the program attending WETCC and UMN Crookston.

Recruit students for the program. Monitors their academic progress and intervenes with retention efforts as needed.

Coordinates with instructors of applicable classes to ensure content is understood and assists in the classroom as needed.

Consults with WETCC, UMN Crookston, and area service providers to assist with student needs.

Works directly with students to support processes and solve problems related to registration, financial aid, and payments. Serves as Liaison with WETCC and UMN Crookston campuses to facilitate processes and problem resolutions.

Provides guidance to students to ensure they remain compliant with applicable regulations as they relate to their course of study.

Reviews academic records to monitor progress and coordinates tutoring opportunities as needed.

Implements retention strategies.

Serves on the HS Pathways Working Group to ensure the early childhood cohorts are successful.

Assists in the preparation of budgetary requests and recommendations for the customized education budgets on a yearly basis.

Assists in the implementation and continuous improvement cycle of the College.

Work Schedule: Monday – Friday, 8:00 am – 4:30 pm

Advertised Salary: \$55,000/year

### Minimum Qualifications:

Bachelor's Degree in early childhood education

Current driver's license and insurance

Ability to pass a background check prior to being offered employment

Ability to travel for professional development and job-related activities

### Preferred Qualifications:

Experience supervising or coordinating a department

Minimum of three years of administrative experience in a higher education setting focusing on adult learners

Knowledge of Head Start Program Performance Standards (HSPPS) or early childhood careers

Applicant Materials Required: Cover Letter, Resume, three professional references, completed WETCC application, and background check consent form; application and consent form can be found at [www.wetcc.edu](http://www.wetcc.edu).

### Benefits:

WETCC offers a comprehensive benefits package, for full-time employees, including: Company-paid life and disability. Other benefits include Health, Dental, H.S.A. with company match, additional life insurance, accident, critical illness, hospital indemnity, vision, Legal & ID Shield, and medical & dependent care FSA. The effective date for new full-time employees is the first of the month following the date of hire.

Traditional or Roth 401k with a company match up to 5%, fully vested from day one, the effective date for 401k is the first of the month following 90 days of employment, for full and part-time employees.

WETCC also offers annual leave and sick leave, they both start accruing from the date of hire.

WETCC also has 17 paid holidays a year.

### Purpose Statements:

- The college will present learning as a life-long process of discovery of knowledge embedded in the intellectual disciplines and the traditions of the Anishinaabe people.
- The college will support the self-determination of the Anishinaabe people through the preservation and promotion of their history, culture, and language.
- The college will seek to address the social, political, and economic needs of the White Earth Reservation through programs that encourage service to the community.
- The college will promote a philosophy based on the seven teachings of the Anishinaabe.

Mission - White Earth Tribal and Community College is an institution of higher learning dedicated to academic excellence grounded in Anishinaabe culture, values, and traditions.

Vision - *Gidinwewininaan Gibimiwidoomin niigaanakeyaa* – “We are carrying along into the future the way that we were given”

The White Earth Tribal & Community College in accordance with Federal law and U.S. Department of Agriculture policy, this institute is prohibited from discriminating on the basis of race, color, national origin, age, disability, religion, sex, familial status, sexual orientation, and reprisal.