



## Hopland Band of Pomo Indians Job Description

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<b>Position:</b>	Tribal Education Director (F/T, Grant funded position)
<b>Reports to:</b>	Tribal Administrator
<b>Salary:</b>	\$50,000 to 60,000 Annually

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**POSITION SUMMARY:** Under the direction of the Tribal Administrator, the Tribal Education Director is responsible for the overall coordination and administrative management of the Tribal Education Department, including program planning, daily operations, implementation of department procedures, staff supervision, budget preparation and management including ongoing evaluation and grant resourcing, writing and grants management.

### ESSENTIAL FUNCTIONS:

1. Confers with and advises Tribal leadership concerning the development, implementation and evaluation of current and long range goals and objectives for the Education Department that are subject to approval by the Tribal Administrator and/or Tribal Council.
2. Provides direct oversight to the Child Care Program, including staff supervision and program implementation.
3. Oversees the development of new education programs; including GED program, Career Guidance, on-site college courses, and other programs designed to meet the educational needs of Tribal members.
4. Researches alternative funding opportunities and prepares grant applications, when appropriate.
5. Prepares and submits reports as required by funding sources and Tribal Council.
6. Attends various meetings and work sessions; presides over Parent Advisory Committee, Education Committee, when appropriate.
7. Maintains positive working relationships with numerous external agencies; including county schools, other Tribes, parents, and students.
8. Works cooperatively with other Tribal departments, Tribal Officials, and outside agencies to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
9. Coordinates the preparation of the department budget in liaison with the CFO; monitors expenditures for the approved operating budget.
10. Administers contractual commitments for the department with governmental and private organizations.
11. Reviews and prepares in-service education program materials for distribution to parents and staff.
12. Promotes interest and participation in Tribal Education activities through public relations and information and outreach programs.
13. Participates in all potential/current employment related meetings and recruitments for all hiring, promotions, transfers, discipline and removals of department employees.
14. Coordinates and compiles information and statistics into complete, clear, and concise records and reports.
15. Maintains high staff levels by ensuring a safe work environment; developing personal growth opportunities; promoting student advocacy and a motivational environment where the department works as a cohesive unit.
16. Develops schedules, assigns and monitors work; gathers resources; resolves operations problems; maintains reference manuals; implements new procedures.
17. Operates a computer and uses appropriate software programs as required for effective program implementation.
18. May work extended hours, weekends and holidays.

*The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the Tribal Administrator.*

Preference will be given to qualified Native American applicants in accordance with the Indian Preference Act Title 25, US Code Section 472 & 473 and PL 93-638. Appropriate verification of Native American status is required. Other than the aforementioned, Federal Law requires that all applications be considered without regard to race, religion, color, sex, age or national origin. The Hopland Band of Pomo Indians is an Equal Opportunity Employer, subject to provision of P.L. 93-638 Indian Preference Act.

## REQUIREMENTS/QUALIFICATIONS

Education and Experience: A Bachelor's degree in Education, Public Administration, or related field and four (4) years of successful and progressively responsible full-time management or administrative experience in a similar program or any combination of education, training and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications: Valid California Class C Drivers License and be insurable for auto insurance; CPR, First Aid and ServSafe Food Handling Certificate within sixty (60) days of employment.

Additional Requirements: Knowledge and educational preparation in the theories, methods, practices in administration and management; knowledge in Public Law regulations and CFR that pertain to all BIA Programs; knowledge of the organization, function and operations of the activity services and higher management directives; familiarity with community development principals and tools that strengthen community participation; ability to manage multiple tasks and meet deadlines; maintain confidentiality at all times; actively involved in the community and understanding of the Native American Culture.

Other Qualifications – Well organized and self-directed individual who is “politically savvy” and a team player. Intelligent and articulate individual who can relate to people at all levels Good educator who is trustworthy and willing to share information and serve as a mentor. Proficient in Microsoft Office Suite: Word, Excel, Power Point, and Outlook.

Language Skills – Should have excellent writing, oral and interpersonal communication skills and an intuitive listener; good public speaking skills; exercises considerable initiative and independent judgment; establishes and maintains effective working relationships with those contacted in the course of assignment; ability to interact with clients, parents, and students from varied backgrounds, age groups and with a variety of program needs; ability to prepare clear and concise reports, correspondence, grants, policies and other written materials; exercises sound independent judgment within policy guidelines

Culturally Sensitive: All employees must be culturally sensitive to the customs, traditions, practices, and sovereign status of the Hopland Band of Pomo Indians.

Mathematical Skills - Ability to add, subtracts, multiply, and divides in all units of measure, using whole numbers, common fractions, and decimals

Reasoning Ability - This person will be required to engage in critical thinking in addressing problems that have multiple variables that are constantly changing; apply logical thinking to accomplish tasks; understand, interpret and communicate complicated policies, procedures and protocols.

Physical/Work Environment 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: Must be able to maintain physical stamina and proper mental attitude to work under pressure in a fast paced work environment and effectively deal with students, family members, employees, and others. Is regularly required to sit, stand, walk and move through all areas of the Tribal Center; speak and hear, and use hands to finger, handle or feel objects. Intermittently, operates standard office equipment or motor vehicle; and twist to reach equipment surrounding desk; walk to observe department activities; bend and squat to perform file searches; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; frequently required to work extended hours; attends various meetings, occasional evening, weekend days and lunch time, and workshops or act as a facilitator. May reach with hands and arms above shoulder level, bend/stoop, squat, balance, kneel, lift, and push/pull. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Occasionally subjected to verbal abuse or harsh comments from angry or disgruntled tribal/family members.

The Hopland Band of Pomo Indians is committed to a drug and alcohol-free workplace. Any job offer is conditional upon successful passing of a pre-employment drug test and an extensive background security check.