

Sauk-Suiattle Indian Tribe Job Description

Job Title: Education Director
Department: Education
Reports To: General Manager
Status: Salaried
Approved By: Tribal Council Res. #: 04/28/16
Approved Date: April 8, 2016
Ending Date: April 28th 2016, then until filled.

Summary: The role of the Education Department is to ensure that all programs are administered properly and meet education performance standards, comply with Federal, State and Tribal regulations and provide direction to meet the educational needs of the community.

Administers and manages the operation of the Tribal ECEAP and Day Care Programs, as well as oversees the Tribal JOM, Library, Higher Education, Adult Basic Education/GED, Vocational Technical, Sauk-Suiattle Scholarship and Computer programs. Committed to the goals, values and policies that work toward achieving the vision of the SSIT and promotes development of Tribal teamwork.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

1. Reports to the Tribal Council on a monthly basis.
2. Attends staff and other meetings.
3. Coordinates with education and other committees as required by specific programs regulations and codes, assures compliance with the various requirements.
4. Supervises the programs of the Department including but are not limited to recruitment, hiring of staff, staff management and curriculum & program development.
5. Administers departmental grants and contracts with Tribal, State, and Federal funding sources.
6. Prepares and submits annual program budgets, monthly & yearly reports.
7. Prepares and submits day care and DSHS billings.
8. Assures cultural diversity in Education Department is observed and practiced.
9. Identify and assists participants in accessing educational and transportation resources.
10. Provide private instruction to individual or small groups of students to improve academic performance, improve occupational skills, or prepare for academic or occupational tests.
11. Teach students study skills, note-taking skills, and test-taking strategies.
12. Administer, proctor, or score academic or diagnostic assessments.
13. Assess students' progress throughout tutoring sessions.
14. Collaborate with students, parents, teachers, school administrators, or

counselors to determine student needs, develop tutoring plans, or assess student progress.

15. Communicate students' progress to students, parents or teachers in written progress reports, in person, by phone, or by email.
16. Works closely with a variety of schools and other education entities to assist clients with paperwork and accessing programs, determining scholarship funding levels.
17. Attends a variety of meetings, both internal and external, to further tribal education and goals in representation of the Tribe.
18. Develops, updates, monitors library for checkouts, adequacy of materials and related matters.
19. Maintain confidentiality of records.
20. Other duties as assigned.

Supervisory Responsibilities

Supervises 6-7 employees.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed 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

Masters Degree in Education preferred and two to three years related experience. Budgeting and grant writing experience preferred.

Computer Skills

To perform this job successfully, an individual should have knowledge of Word Processing software, Spreadsheet Software, Access Software, and Publisher Software.

Language Skills

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licenses, Registrations

Current Washington State driver's license. Adult & Children First Aid/CPR, Blood Pathogen training. Defensive driving training. Must be able to pass a Criminal History Background Check per 25 USC.

Physical Demands/Work Environment

The physical demands and work environment 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 frequently required to stand; walk; sit and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

The noise level in the work environment is usually moderate.

Culturally Sensitive: This Employee must be culturally sensitive to the customs, traditions, practices, and sovereign status of the Sauk-Suiattle Indian Tribe.

Duties: The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

NATIVE AMERICAN AND VETERANS PREFERENCE APPLIES