



## Cow Creek Government Office

### Position Description

**Position Title:** TCC Manager/Educational Support Specialist    **Department:** Education

**Reports To:** Education Director

**FLSA Designation:** Non-Exempt

**Date Written/Revised:** 6/15/18

**Full Time**

#### **POSITION PURPOSE:**

The TCC Manager/Educational Support Specialist is responsible for the leadership of the Tribal Community Center and development of relationships with school districts regarding the Cow Creek Tribal Curriculum and SB 13. This person will create and provide professional development for teachers and staff at the school districts in association with the Cow Creek curriculum. The TCC Manager/Educational Support Specialist will apply for and maintain grant reports associated with the operations of the Tribal Community Center.

#### **ESSENTIAL FUNCTIONS:**

- Manage Tribal Community Center Administrative Assistant, Library Assistant, Cook, and Expanding Horizons Youth Center Manager.
- Prepare and maintain annual budget for the TCC
- Oversee maintenance and upkeep of the TCC
- Responsible for entering bills or invoices into Microix associated with programming and facility usage
- Ensure the TCC runs efficiently and effectively to provide general services to Tribal members and general public
- Serve as leader to foster collaborative and healthy staff relationships
- Meet with staff supervisors/leads on a bi-weekly basis for the purposes of collaboration and updates from the Government Offices
- Write and apply for grants for operational costs associated with the TCC
- Responsible for reporting to any grants associated with the TCC
- Provide technical assistance to Cow Creek Departments for rental or space usage at the TCC
- Create and develop ongoing professional development associated with SB 13 Cow Creek Tribal Curriculum for local school districts
- Attend SB 13 update meetings with state and other agencies and curriculum developers
- Ensure that the Cow Creek Tribal curriculum is being implemented in the local school districts
- Ensure that Tribal History Shared History (SB 13) Essential Understandings is being implemented in local school districts as mandated by the State of Oregon
- Provide technical assistance to school districts regarding SB 13 and Cow Creek Tribal Curriculum

- Develop additional programming for Tribal youth ages 6<sup>th</sup> – 8<sup>th</sup> grade
- Other duties as assigned

## **QUALIFICATIONS:**

- Bachelor's degree preferred; Associate's Degree with 5+ years' experience may substitute for educational requirements.
- Managerial experience. Preferred 3 or more staff.
- Knowledge of Cow Creek Band of Umpqua Tribe of Indians' history, sovereignty, and Tribal members preferred
- Demonstrated experience in:
  - Relationship skills: establishing and maintaining positive relationships with youth and adults, being friendly, outgoing, flexible and receptive
  - Communication skills: intermediate written, verbal, and interpersonal skills
  - Thinking skills: effective at problem solving, trouble shooting, and diffusing difficult situations
  - Computer skills: accomplished skills in Word, Excel, Outlook, and willingness to learn new software applications
  - Self-Management Skills: be able to work independently and take lead if necessary, make sound decisions, demonstrate motivation with youth
- Experience in working with Tribal families, youth and adults and responsive behaviors to unique cultural identities
- Ability to obtain Food Handlers Card, CPR and first aid training within first 90 days of employment
- Be able to maintain a well-groomed, clean, and professional appearance at all times
- Complete and pass Central Background Registry
- Hold a current valid Oregon Driver's License