



## Cow Creek Government Office

### Position Description

**Position Title:** Education Director

**Department:** Education

**Reports To:** CEO/Tribal Administrator

**FLSA Designation:** Exempt

#### POSITION PURPOSE:

The Education Director is a professional position that has multiple responsibilities as to the overall education of the Tribal membership, as it relates to the diverse opportunities that are available for all levels of education and the many programs that are offered. The Education Director applies the very unique and specialized area of Indian Education which includes education, culture and language into all aspects of working with Tribal adults and youth.

#### ESSENTIAL FUNCTIONS:

- Responsible for all of the Education Programs in the Education Department that offer services for Tribal adults and youth.
- Continue to develop and update education programs, policies and procedures as needed.
- Assist with the development of budgets each year for all programs as needed. Provide monthly and yearly reports as requested.
- Provide services to the Tribal membership from the designated education programs for adults and youth.
- Work collaboratively with other Tribal programs in developing educational and cultural activities for Tribal adults and youth.
- Update education materials such as brochures and the educational website as needed.
- Oversee the Tribal Library grant and renew and apply for the grant each year. Purchase library materials from the grant.
- Plan and oversee the educational programs for the library. Develop these in conjunction with other programs and services as needed.
- Continue to oversee the development and updating of the library program and operations.
- Plan and coordinate the dinner for the Umpqua Community College Scholarship.
- Plan and coordinate the honor dinner for the Education Department as needed.
- Attend and participate in any state, national and local meetings as needed and schedule allows that promote Indian Education (education, culture and language).

## **SPECIFIC JOB KNOWLEDGE, SKILL AND ABILITY:**

This position is a professional position that requires the incumbent to have knowledge on Indian Education federal and state laws. Knowledge of the history of Indian Education and the cultural and educational aspects as it relates to providing services for Tribal member adults and youth. The incumbent works on a professional level in representing the Tribe on a sovereign level and represents the Tribe in working with other Tribal organizations, universities and colleges. The incumbent must have the ability to interface with many levels of communication in working with government officials and state administrators to working with students and youth in understanding services and needs in their areas.

## **QUALIFICATIONS:**

- Level 1 – Bachelor’s Degree in Education, Social Sciences or any other related field. Or at least four years’ experience working in Indian Education and providing management of Tribal Education programs.
- Level 2 – Master’s Degree in Education or any other related field.
- The level 2 incumbent works on an administrative level with program. This includes knowledge and experience in working with budgets and forecasting the needs of the programs under the education department. This includes yearly planning on the spending and costs of the programs and following the trends and needs of the students in the programs to understand the highs and lows of program needs and growths.
- The level 2 incumbent will also assist in developing and forecasting the needs for educationally and culturally competent programs for the Tribal membership and work in support of these programs.
- The level 2 incumbent will also provide technical assistance to Tribal programs in providing culturally relevant education curriculums for programs.
- The level 2 incumbent will also work in support of educational cultural relevancy programs that promote the growth of Tribal membership and encompass the specialized needs of Indian education (education, culture and language) for the Tribal membership.

## **License or Certificate:**

Level 2 – Prefer Post Secondary Teaching Certificate or Teaching Certificate to teach and write education curriculums and plans for the Tribal membership.

## **Professional memberships that are maintained with this position:**

- State of Oregon Government to Government Education Cluster Representative
- Oregon Indian Education Association (OIEA)
- National Indian Education Association (NIEA)
- National Johnson O’Malley Association (JOM)
- Oregon Association of Financial Aid Administrators (OASFAA)
- Native American Library Association
- South Western Oregon Research Project (SWORP)

