



## POSITION DESCRIPTION

<b>Job Title:</b>	<b>Education and Child Care Specialist</b>
<b>Reports To:</b>	<b>Community Services Director</b>
<b>Supervises:</b>	<b>Education and Child Care Program Coordinator</b>
<b>Classification:</b>	<b>Hourly</b>
<b>Anticipated Starting Salary:</b>	<b>\$41,000 - \$52,000 (H6)</b>
	<b>Full-time, benefit-eligible</b>

### Position Summary

Under the general supervision of the Community Services Director, the Education and Child Care Specialist (ECCS) oversees the Education and Child Care departments for the Tribe. The ECCS is responsible for creating, revising, and implementing Tribal programs including, but not limited to, adult and youth education scholarships, job placement and training, and child care. In addition to direct services, this position will be responsible for collecting related data and submitting applications and reports for federal funding. This position will serve as an advocate for Tribal students and their families to assist navigating primary, secondary, and post-secondary education. The ECCS will be instrumental in working with local schools and organizations to support the Tribe's educational vision and goals.

### Specific Responsibilities

- Periodically review policies and procedures for respective programs and recommend or prepare revisions as necessary
- Monitor assigned budgets and make recommendations as needed
- Review and audit records of Education and Child Care program recipients
- Review and submit required reports for Education, Child Care, and Library funding agencies
- Ensure program compliance with codes of grant requirements and state and local agencies
- Develop and monitor performance measures and outcomes for education and childcare programs
- Coordinate and execute events promoting post-secondary education (i.e., college tours, financial planning, speaker series, etc.)
- Provide one-on-one assistance with post-secondary education applications
- Provide support to students and families by attending Individual Education Plan (IEP) and other educational meetings
- Develop programs to encourage the contributions of parents and stakeholders for Education and Child Care departments
- Collaborate with staff and appropriate local tribal and non-tribal services providers, agencies, and school districts to (i) improve outreach efforts, (ii) increase services available to tribal members and (iii) deliver quality services to clients

- Attend local, regional, and national trainings and/or conferences to maintain technical skills necessary to maintain program and grant compliance
- Identify and apply for supplemental funding to develop, enhance, maintain, and expand programs
- Other program duties, as assigned.

### **Minimum Qualifications**

These entry qualifications would normally be obtained through a bachelor's degree program (or its equivalent) in Education, Administration, or a related field combined with three years of related work experience:

- Strong project management and organization skills with the ability to manage multiple projects concurrently
- Demonstrated understanding of federal, state, and tribal laws pertaining to education and child care and ability to interpret policy directives, changes, and program compliance
- Strong customer service skills
- Demonstrated experience navigating post-secondary application process
- Demonstrated understanding of grant writing, data collection, and reporting
- Demonstrated experience in program development, implementation, and assessment
- Demonstrated experience developing and monitoring budgets
- Strong communication and facilitation skills with all levels of an organization
- Knowledge of and skill in standard office procedures and practices
- Ability to work within the cultural and governmental framework of a Native American tribe
- Proficiency with Microsoft Outlook, Word, and Excel and the Google Suite (Docs, Forms, Drive, Sheets).
- Ability to quickly learn new office support technology systems and software packages.
- Willing to travel locally, regionally, statewide, and/or out of state as necessary during or after regular working hours

### **Preferred Qualifications**

- Master's degree in Education, Administration, or related field
- Five years of progressive experience in an education field
- Valid teaching credential (single- or multiple-subject)
- Experience working with relational databases
- Experience working with Native American communities

### **Additional information**

- This work involves long periods of sitting and may include walking, bending, crouching, stooping, stretching, reaching, or similar activities, and lifting of moderately heavy items, up to 20 lbs.
- Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25 U.S. Code § 472 and 473). Applicants claiming Indian preference must submit verification by Tribe of affiliation or other acceptable documentation of Indian heritage.

- Must be eligible for coverage under the Tribe's vehicle insurance policy.
- Must possess a current, valid driver's license, provide a current DMV printout, and be willing to travel locally, regionally, statewide and/or out-of-state, as necessary, during or after regular working hours.
- All offers of employment are contingent upon:
  - successful completion of background check with adjudication and reference check