



Picayune Rancheria of the Chukchansi Indians

49260 Chapel Hill Drive

Oakhurst, CA. 93644

(559) 412-5590

POSITION DESCRIPTION – Education Director

Reports To: Tribal Administrator

Department: Education

Status: Full-time

Salary Range: DOE

Summary & Scope of Position:

Under the direction of the Tribal Administrator, the Education Director will develop programs and services designed to meet the educational needs of tribal parents and children. This position will build relationships with K-12 administrators and faculty, as well as university faculty. Identifying resources and learning opportunities for learning enrichment, supervise staff, act as a liaison with the local school districts, create and assist with pre-K-12 staff development; overall responsibility for data collection and analysis; work with existing parent programs to promote family literacy and college attainment, public awareness, and workshops. Establish annual calendar and programs conducive to the needs of the tribal families;

Primary Responsibilities:

1. Establishes, administers & improves education programs tailored to meet the needs of the Picayune Rancheria Tribal Membership to serve a wide range of educational needs including Preschool, K-12, University, extra-curricular, adult re-entry, etc.;
2. Network and establish business partnerships with federal, state & local institutions for enhanced education services;
3. Establish & oversee in-house training programs and workshops (i.e., computer applications training, tutoring, career counseling, etc.);
4. Grant writing, maintain and improve funding of programs; write timely narratives, statistical and financial reports for each of the grant programs; written/oral reports to the Tribal Administrator, Tribal Council, as requested;
5. Research grant funding availability and assist in the development of the grant writing process;
6. Monitor, direct and supervise Education staff as required;
7. Develop a positive working relationship with schools, colleges, universities, technical schools, federal, state, and local agencies, community service organizations and Tribes with the goal of enhancing educational opportunities for our students;
8. Participate in planning and budget implementation;
9. Research and implement the accreditation process for Pre-School when funded;
10. Grow the program to include after-school care and eventual K-3 charter school when funded;

11. Research, recommend and implement a plan to include the enhanced programs and services for the Tribal youth, including enhancing the Youth Council;
12. Perform duties assigned to any of the education grants covered by this position and/or Tribal requirements;
13. **Performs other duties as required.**

Requirements and Qualifications:

- BS/BA in Education Administration, Education or a closely related field required; Master's Degree preferred;
- Minimum five (5) years education administration required with minimum three (3) years in a supervisory capacity;
- Successful experience in administration, budgeting, and planning in higher education;
- Must have demonstrated grant-writing ability;
- Strong facilitation skills required;
- Enhanced Advocacy skills to assist Tribal families with the school district processes and/or IEP process;
- Needs analysis, course development, & measurement methods experience required; advanced knowledge of quantitative and qualitative research methods;
- Successful evaluation research experience;
- Successful experience working with academic departments, schools, and higher education institutions;
- Must have California teaching credential to cover tutoring and teaching if required;
- Knowledge of Tribal Government and federal programs available to Indian Tribes;
- Excellent organizational and follow-up skills, oral and written communication skills;
- Must have an aptitude for detail work, ability to multi-task and handle multiple projects with ease and flexibility;
- Computer literacy specifically with MS applications (Office applications) and strong internet researching skills;
- Awareness and sensitivity to American Indian/Alaska Native/Native Hawaiian culture, language, and traditions;
- Establish and maintain effective working relationships with others;
- Communicate effectively, orally, and in writing;
- Strong organizational and supervisory skills in managing a diverse workgroup;
- Outstanding interpersonal skills and ability to interface with senior levels of management, Tribal Council and tribal members;
- Self-starter with proven ability to establish and meet goals and objectives;
- Must be open to change, willing to pursue new challenges and able to manage multiple priorities;
- Excellent communication skills with the ability to interface at all levels of management and personnel within other departments (encompasses verbal, written, listening);
- Ability to respond to common inquiries or complaints from employees, management, outside agencies, or members of the community;
- Ability to effectively present information to the Tribal Council and employees as required;
- Effective time management skills (schedules, timelines, task prioritization);
- Flexibility; ability to adapt to changing priorities and perform multiple tasks concurrently;
- Attention to detail and accuracy;

- Strong leadership, management, and mentoring skills; team-oriented;
- Proven capacity to build leadership teams and groups;
- Ability to lift up to twenty-five (25) lbs. and physical ability to climb stairs and move without restrictions;
- Valid California driver’s license and DMV printout of cleaning driving record;
- Current TB test and Live Scan as required by Madera, Fresno, Mariposa County and school districts;
- Pre-employment drug testing required (random testing post-hire), extensive background check, fingerprint clearance

Preference will be given to qualified American Indian/Alaska Native Applicants, as provided in Section 7(b) of the Indian Civil Rights Act.

 (Approval Signature)

 (Date)

 (Employee Signature)

 (Date)