



JOB DESCRIPTION

**Bishop Paiute Tribe
Bishop, California**

Position: Education Director
Department: Education
Supervised by: Tribal Administrator or Assistant Tribal Administrator
Pay Rate: T-9, \$24.72-\$34.61/hr (\$51,417 to \$71,988/annually) DOQ
FLSA: Exempt, Salary, Full Time

Position Summary: The Education Director (Director), under the supervision of the Tribal Administrator, will be responsible for the over sight of all day-to-day operations of the Educations Center programs including, but not limited to, After School Tutoring, College and Career, Summer Enrichment and Food programs. The Director is also responsible for the implementation of program activities to achieve education program goals and objectives. The Director supervises education program staff to achieve the programs mission, vision and goals. The Director coordinates with the Education Committee, Tribal Administration Tribal Council, the community and local schools to ensure the program is meeting the needs of the students.

Essential Functions:

- Responsible for the day-to-day operation of all program elements, functions, and services of the Tribe's Education programs.
- Creating and maintaining a positive learning environment by modeling motivational behavior in the center for staff, students and parents, during all phases of the program
- Ensures that parents, Parent Committee and the schools are kept up-to-date on the progress/status of the students, as deemed appropriate.
- Responsible for submittal of all required paperwork in a timely manner, including payroll, accounts payable, employee status changes, and travel requests.
- Must ensure adherence to all Bishop Paiute Tribe approved policies and procedures.
- Responsible for ensuring proper staffing levels and hiring staff in accordance to the hiring policies and procedures.
- Responsible for completion of staff performance evaluations and performance management.
- Provides training for program staff as needed including required mandatory annual trainings.
- Responsible for implementation and over sight of education programs, which will enhance the education program's goals and objectives.
- Conducts routine program evaluations and reviews to ensure complete program compliance and effectiveness. Initiates improvement plans as needed.
- Prepares and submits grant proposals to Federal, State, and other entities for funding for the Tribe's Education programs.
- Responsible for compliance with appropriate Federal, State or other entities' program requirements. Directly responsible for submittal of all required reports to funding agencies, with the exception of the fiscal reports, which are prepared by the Tribe's fiscal staff.
- Prepares monthly program reports to the Education Committee, Tribal Administrator, and the Bishop Paiute Tribal Council, or as requested. Program Reports may also be requested for the General Council.

- Conducts meetings with the community and local schools to collaborate on the needs of the children attending the program. Attends local and out-of-area meetings as required.
- Other duties as assigned.

Supervisory Responsibilities: All staff in the Education Program (Tutors, Admin Assistant, Kitchen Aide, Drivers, College and Career Counselor, Youth Activity Specialist, Youth Council Assistant, etc.)

Competencies: To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- Decision Making - the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make the responsible decision.
- Interpersonal Skills—the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things
- Oral communication—the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.
- Customer Oriented – the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
- Time Management—the individual prioritizes and plans work activities, uses time efficiently and develop realistic action plans.
- Detail Oriented—the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- Adaptability—the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- Reliability—the individual is consistently at work and on time, follows instructions, responds to management's direction and solicits feedback to improve performance.
- Organized—the individual keeps clean and organized workspace and projects.
- Motivated—the individual inspires self and others to get the job done and follow through on tasks.

Qualifications:

- B.A. in Education field or related field required.
- Minimum 5 years of related experience. (A combination of experience and education may be acceptable).
- Experience in an academic-related leadership role; expertise in educational philosophy.

Other Requirements:

- Knowledge of government agencies, experience in grant writing, contract administration and budget management.
- Must be personable and polite with ability to use discretion, initiative and good judgment in dealing with tribal members and general public in the performance of duties.
- Must work well with youth and be sensitive to needs of Native American community.
- Excellent typing/word processing, communication, grammatical/composition, and public presentation skills.
- The individual must comply with the Driving Policy, Drug-Free Workplace, and the Pre-Employment Selection policy.

Signatures

This job description has been approved by all levels of management:

Manager: _____

HR: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ Date: _____

Indian Preference:

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.