

KICKAPOO TRIBE IN KANSAS POSITION DESCRIPTION
--

TITLE: Education Director

POSITION: Full Time

SUPERVISOR: Tribal Administrator

Position Description:

Directs, coordinates and supervises education department activities, including the following programs: Adult Education, Adult Vocational Training, Graduate Student Scholarship, Higher Education, Job Skills and Tribal Scholarship.

Essential Responsibilities:

1. Will meet all contract requirements for the Bureau of Indian Affairs programs of Adult Education, Adult Vocational Training and Higher Education, including all program guidelines, budgets and reports.
2. Works directly with Job Placement & Training students to provide education plan and training.
3. Will develop long-range plan/goals that will ensure the students successful completion of their educational program.
4. Plan and coordinate training opportunities for community members as allowed by Adult Education, Job Placement, & Training Programs.
5. Provide assistance to Tribal members with applications for education programs
6. Collaborate with outside agencies to provide education opportunities to Tribal members
7. Schedules Education Committee meetings for review of education applications
8. Processes education applications and distributes grants timely and equitably.
9. Maintains student files and statistical documentation of all students in the program.
10. Will meet with school counselors, college admission officers and financial aid officers.
11. Adheres to program policies and procedures.
12. Will submit monthly reports pertaining to students, financials, and how they are progressing in the programs to the Tribal Administrator for review.
13. Establishes schedules and sets objectives to meet the needs of students using the program.
14. Performs other duties as assigned.

Qualifications:

- Minimum requirement: Bachelor degree.
- Preferred: Master's degree.
- Field of Study must be within: Education, Higher Education.

Working Conditions and Physical Demands:

- Minimal travel required.
- Access to and/or use of confidential records. Position can be very stressful.

Additional Requirements:

License: Must have a valid Kansas driver's license and be insurable with the Tribe's insurance.

Special requirements:

- Must be a self-motivated self-starter.
- Computer literate – Microsoft Office and implementing Database Analysis on members in the program, is a must.
- Ability to operate basic office equipment.
- Exercises sound judgment.
- Organizational and time-management skills.
- Professional work ethics, manner and appearance.
- Ability to communicate orally and in writing.
- Works cooperatively within office, Tribe and other agencies as needed.
- Must be punctual and dependable in regular attendance.
- Typing skills.
- Telephone skills.
- 10-key calculator.
- Analytical Requirements: Assignments require almost continual analysis of figures, data trends and results that directly affect company policy.
- Decisions and Judgment: Developing equitable polices for each of the diverse education program. Developing equitable procedures while increasing the number Tribal higher education and adult vocational students. Finding money available to meet funding requests.
- Initiative: Complicated work with few precedents, performed independently, virtually without supervision.

Privacy Policy:

Employee must comply with all requirements and provisions of Subpart D, of 43 CFR, Part 2, which implements the Privacy Act (5USB, 552a) (i)(l).

Drug-Free Workplace Policy:

As a condition of employment, applicants must consent to pre-employment drug testing prior to appointment, and abide by the Drug-Free Workplace Policy while employed by the Kickapoo Tribe in Kansas.

Indian Preference:

Preference in filing vacancies is given to qualified Indian candidates in accordance with Indian Preference Act of 1934 (Title 25, USC, Section 472). Verification must be submitted with the application if claiming Indian Preference. Consideration will be given to non-Indian applicants in the absence of qualified Indian Preference eligible.

Job description:

Employee Signature

Date