

EDUCATION MANAGER

JOB SUMMARY

This full time position serves as the key educational manager, program planner and developer of all educational programs for the Wampanoag Tribe Gay Head (Aquinnah). This position also serves as the coordinator of all educational activities for the Tribal Members which includes the Adult Vocational Training, Youth Programs, After School and Turtle Programs. This position reports to the Direct Services Administrator.

SUPERVISORY

Monitors all activities and the professional development of the education staff which includes but is not limited to the Education Department Assistant, Education Planning Coordinator, Education Program Specialist, Tribal Youth Program Coordinator and Summer Turtle Program Counselors.

SALARY RANGE

\$39,267 - \$62,868

PRINCIPAL DUTIES

- Provides advocacy for Tribal students in their respective school systems.
- Works with Tribal students, parents and teachers to help develop educational plans including Individual Education Plans (IEP).
- Monitors the progress of students receiving tutoring to ensure student improvement and satisfactory results for the tutoring services.
- Ensures all requests for higher education scholarship assistance under the Tribal Higher Education Scholarship and Adult Vocational Training are processed.
- Provides direct oversight and guidance to staff and students under the various education and training programs.
- Serves as liaison to the Tribal Education Advisory Committee in the development, recommendation and implementation of educational policies, programs and activities.
- Assists the Direct Services Administrator with identifying and developing funding opportunities, budget recommendations, and administering grant funding responsibilities for the Education programs in compliance with applicable Tribal, BIA and BIE rules and regulations governing program operations and services.
- Review and evaluate department programs and services to determine efficiency and effectiveness.
- Create, implement and coordinate new programs as needs are identified.
- Monitor instructional methods and content of department programs.
- In consultation and conjunction with the Tribe's Cultural Department, participates in cultural curriculum development and materials for teachers and students.
- Prepares and submits required education reports to the Direct Services Administrator and to federal and state agencies as directed.
- Facilitate internal and external coordination and communication relating to educational programs, services and functions.
- Provide referral services to and share funding opportunities with inward and outward facing clients, students and Tribal members.
- Coordinates college visits and interviews for potential admissions.
- Assists Tribal students in the navigation and completion of college applications and financial aid applications as well as communicating opportunities for college fairs, College Horizons and external scholarship opportunities.
- All other duties as assigned.

MINIMUM POSITION QUALIFICATIONS

- Bachelor's Degree in Education or related field.
- Three years' experience in education administration- experience planning and developing educational programs or two years of post-secondary education in the education field.
- Familiar with college admissions/financial aid processes.
- Basic Computer knowledge of Microsoft Office programs.
- Valid driver's license in good standing.
- Knowledge of rules and regulations pertaining to federally funded education programs.
- Knowledge of basic grant and contracting processes.
- Must pass a CORI/Background Check.

PREFERRED POSITION QUALIFICATIONS

- Master's Degree in Education or a related field.
- Five years' experience planning and developing educational or equivalent programs.
- Experience working with Native American Youth and or a Tribal Community.
- Knowledge of Wampanoag culture, society, history and/or government.

TRAINING:

Training may be available for "qualified" candidates who do not possess all of the minimum qualifications. The applicability of this approach will be determined during the candidate interview process.

EMPLOYEE UNDERSTANDING

The above job description was received, read and understood by me. This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

Signature

Date