



MI'KMAQ NATION JOB ANNOUNCEMENT

TITLE: Director of Education

CLASSIFICATION: Full-time /Exempt

IMMEDIATE SUPERVISOR: Tribal Administrator

NOTE: The following includes data on essential job functions, as well as physical, mental, academic and experiential requirements for the job defined herein. The description is meant to serve interviewers, applicants, directors, and incumbents as a reference tool for determining whether applicant or employee qualifications are sufficient to perform the tasks and assume the responsibility as described herein. Some aspects of this position may change over time, according to the Tribe's needs, however may not be reflected herein at this time.

SUMMARY OF POSITION: The Director of Education will be responsible for the planning, development, and general administration and management of the operations of the Education program. The Education Director is responsible for ensuring the quality of services provided to eligible tribal members, ensuring the coordination of the day-to-day operations of the Education Department, and recommend and implement changes that will improve the delivery of services. The primary purpose of this position is to enhance the educational and vocational opportunities of the Mi'kmaq Nation (MN).

EDUCATION (OR EQUIVALENT EXPERIENCE): Master's Degree in Education or a Bachelor's Degree in Education with a minimum of three (3) year's work experience.

LICENSES OR CERTIFICATIONS: Valid Maine state driver's license.

EXPERIENCE: Experience working with Native American students preferred; planning educational programs; and dealing with outside agencies related to the educational field.

SKILLS/KNOWLEDGE/ABILITIES (SKA) REQUIRED: Demonstrated ability to plan, coordinate, implement, and monitor program services, functions and activities to ensure efficient program performance. Excellent organizational, communication, and record-keeping skills. Ability to communicate effectively with co-workers and the public. Ability to work independently, and as part of a team. Basic computer skills.

WORKING CONDITIONS: Regular office environment with the exception of Out-of-Area travel as required to effectively perform job duties and/or assigned by supervisor, and some local travel throughout Aroostook County.

FUNCTIONS/TASKS:

1. Administers the programs, functions, services, and activities of the Mi'kmaq Nation Education Department.
2. Promotes and advocates for ongoing Cultural sensitivity training and preservation of cultural tradition.
3. Supervises the work of subordinate staff comprising the Education Department.
4. Is responsible for: evaluating the worker's performance e through the completion and submission of Annual Performance Evaluations, and/90-day Probationary Evaluations (as necessary); disciplinary procedures; leave authorizations; verifying time-cards; processing sub-contractor's pay requests, etc., in accordance with established personnel, procurement and compliance policies and standards.
5. Along with all other members of the Education Department team and in conjunction with the Tribal Administrator, plans and implements the general goals and objectives of the Education program.
6. Maintains vendor files where necessary. Implements the Education program operational budget. Processes and maintains a voucher system.
7. Seeks and secures Grant Funding where appropriate, submits progress-narrative reports, and in conjunction with Chief Financial Officer, provides necessary data for the completion, and timely submission, of Financial Status Report where applicable. Ensures the NM and any other funding agency reporting requirements are met within established timelines.
8. Develop appropriate partnerships within Tribe, with other Tribes, and Non-Tribal services components aimed at further enhancing program objectives. Develops and implements Memorandum of Agreements and/or referrals where necessary.
9. Responsible for the planning, recruitment, coordination, implementation, and ongoing monitoring of the tutoring and mentoring programs offered through the MN Boys and Girls Club, Title VII, and JOM educational components.
10. In conjunction with the /MN Director of Little Feathers Head Start program, interviews, hires, supervises, schedules, and evaluates assigned staff.
11. Responsible Head Start Lesson Plan development under the guise of the Creative Curriculum frame work, ensures ongoing compliance with the State of Maine Early Learning standard
12. Monitors referrals to ensure that proper follow-up action was assumed in an acceptable time frame.
13. Retains current knowledge of, and ensures compliance with, laws and regulations that may impact the Education programs, policies, and standards.
14. Establishes and maintains good working relationships with the Public School System, Universities, Colleges, vocational training institutions, prospective employers, and other community organizations in order to provide Tribal members with educational training opportunities.
15. Through various outreach methodologies, increase tribal-member/community awareness
16. of program goals and objectives, including proper means of accessing each educational component.

17. Organizes and sponsors Education services workshops, seminars, and activities for the benefit of the tribal members.
18. Confer with business and industry to determine their expected manpower needs, and to utilize training and apprenticeship programs that are available to develop job opportunities for community members.
19. Coordinate on the job training programs with employers and evaluate the progress of the individuals participating in these programs.
20. Assist clients in completing financial aid and admission applications, etc. for post-secondary institutions.
21. Counsel individuals and provide vocational guidance servicéi'4 all eligible members.
22. Assist clients in determining their educational and career interests and objectives through the use of data gathered from tests, records, interviews and other sources.
23. Create and implement employability development plans for clients as needed.
24. Completes and submits all quarterly, annual, and miscellaneous reports in a timely and accurate manner
25. Act as a resource to staff of the Health and Human Services in the development services.
26. Regularly attends MN Child and Family Team meetings.
27. Attends MN Multidisciplinary Team meetings as needed.
28. Attend in-service, and out-of-area workshops and training sessions, to increase competency in serving Micmac families. Depending on availability, accesses trainings available through other MN components.
29. Serve as technical advisor to the Tribal Administration relative to Education issues and needs.
30. Reports to the Tribal Administrator of significant findings relative to his/her program, matters posing imminent threat or danger, or acts of wrongdoing, that come to his/her attention during the performance of official duties.
31. Maintain strict adherence to the Privacy Act of 1974, and signs Confidentiality Statement.
32. Review and abide by the MNI Personnel Policies.
33. All other duties as assigned by supervisor.

EVALUATION: Feedback •Il be practiced on an on-going basis, and the notes will be attached to your formal evaluations will be conducted on an annual basis, and are based on how one meets, exceeds, or fails at all the standards specified within this position description.

NOTICE: This position in no way states or implies that the responsibilities and tasks are the only responsibilities and tasks to be performed by the employee occupying this position. S/he will be required to follow any other instructions and to perform any other job-related duties as required by his/her immediate supervisor.

Requirements stated herein are minimum levels of knowledge, skills and/or abilities to qualify for this position. To perform the duties and responsibilities of this position successfully, the incumbent will possess the abilities and aptitudes to perform each task proficiently. "Ability" means to possess and apply both knowledge and skill.

All employment decisions, including promotions, transfers and others, are based on meeting all requirements herein, and on Tribal need, the employee's being in good standing (including lack of disciplinary actions), meeting all applicable performance standards and other non-discriminatory criteria. The methods of fulfilling requirements are subject to possible modification to reasonably accommodate qualified individuals who pose a direct threat or significant risk to health and safety of themselves or other

The closing date for the position is November 23, 2021. If you are interested in applying for this position you **must submit a completed job application; a completed application includes copies of certificates/licenses/degrees you have stated that you have obtained in your application, along with a cover letter and a resume, and 3 professional references from current or past employers (within 3 years).**

A complete job description and an application can be accessed online at www.micmac-nsn.gov under Job Opportunities or you can call our office to have an application mailed.

An offer of employment will not be made without a successful DHHS and State of Maine background check. The successful candidate must also submit to an FBI fingerprint background check.

Please send the completed job application to the following address or email:

Cheryl Smart

Attn: Human Resource Assistant

Mi'kmaq Nation

7 Northern Road Presque Isle, Me 04769

csmart@micmac-nsn.gov

The Mi'kmaq Nation practices Native Preference to qualified Native Americans in accordance with Public Law 93-638 and is an Equal Opportunity and Service Provider.