



Position Description

Job Title:	Education and Child Care Specialist
Reports To:	Community Services Director
Supervises:	None
Classification:	Hourly
Anticipated Starting Salary:	\$52,000 - \$56,000 (H7) Full-time, benefit-eligible

Position Summary

Under the general supervision of the Community Services Director, the Education and Child Care Specialist (ECCS) will be instrumental in the development and expansion of services in the Tribe's Education, Child Care, and Library programs. This position will provide support to Tribal members through creative and flexible planning to address the changing nature of assistance to Tribal members. In addition to direct services, this position will be responsible for collecting related data and reports for continued funding for its programs. This position will serve as an advocate for Tribal member students and their families to assist navigating child care and K-12 and/or college education pathways. The ECCS will be instrumental in working with local schools, colleges, and organizations to support the Tribe's educational and child care vision and goals.

Responsibilities may include, but are not limited to:

- Collaborate with Tribal staff and appropriate local tribal and non-tribal services providers, agencies, and school districts to enhance services from the Tribe
- Develop programs to encourage and support high school graduation and/or higher education which may include tutoring, mentoring, college tours, and financial planning
- Develop plan to expand Library services and resources such as literacy activities, book clubs, and/or the incorporation of cultural aspects (i.e., language, stories)
- Prepare program payments and track expenses (i.e., program supplies, child care provider payments, education grants, etc.)
- Periodically review policies and procedures for respective programs to ensure program compliance and recommend or prepare revisions as necessary
- Monitor assigned budgets and make recommendations as needed
- Regularly review records of Education and Child Care program recipients
- Prepare required reports for respective funding agencies
- May serve as support to students and families by attending educational meetings
- Attend local, regional, and/or national trainings or conferences to maintain technical skills necessary to maintain program and grant compliance
- Other program duties, as assigned

Minimum Qualifications

These entry qualifications would normally be obtained through a bachelor's degree program (or its equivalent) in Education, Administration, or a related field combined with two years of related work experience:

- Strong project management and organization skills with the ability to manage multiple projects concurrently
- Ability to critically analyze and creatively solve problems
- Ability to develop programs and support services for students
- Ability to interpret policy directives, changes, and program compliance
- Strong customer service skills
- Ability to collect data and prepare written reports based on given information
- Ability to develop and monitor budgets
- Strong communication and facilitation skills with all levels of an organization
- Knowledge of and skill in standard office procedures and practices
- Ability to work within the cultural and governmental framework of a Native American tribe
- Proficiency with Microsoft Outlook, Word, and Excel and the Google Suite (Docs, Forms, Drive, Sheets)
- Ability to quickly learn new office support technology systems and software packages

Preferred Qualifications

- Master's degree in Education, Administration, or related field
- Four years of progressive experience in an education or related field
- Experience working with relational databases
- Experience working with Native American communities

Additional information

- This work involves long periods of sitting and may include walking, bending, crouching, stooping, stretching, reaching, or similar activities, and lifting of moderately heavy items, up to 20 lbs.
- Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25 U.S. Code § 472 and 473). Applicants claiming Indian preference must submit verification by Tribe of affiliation or other acceptable documentation of Indian heritage.
- Must be eligible for coverage under the Tribe's vehicle insurance policy.
- Must possess a current, valid driver's license, provide a current DMV printout, and be willing to travel locally, regionally, statewide and/or out-of-state, as necessary, during or after regular working hours.
- All offers of employment are contingent upon:
 - successful completion of background check with adjudication and reference check