

Little Traverse Bay Bands of Odawa Indians

Job Posting



Job Title: Assistant Education Director

Department: Niigaandiwin Education

Reports to: Education Director

Salary Range: \$55,286 to \$82,930

Status: Exempt

Level: C52

Opens: July 29, 2022

Closes: August 12, 2022

SUMMARY: The Assistant Education Director provides supervision, leadership, and support to the Niigaandiwin Education Department in order to improve educational outcomes for the tribal community and others served. This position will work closely with the Education Director to ensure the development, improvement, and expansion of all departmental services and programs. Education programming includes but is not limited to: K-12 services, High Education services, Cultural Services, Workforce Development, Vocational Education (Aanjigin), Employment & Training services (WIOA), Career & Technical Education (WOCTEP), Niitaazhitoojik Industrial Training Program, and the Learning Center & Makers Space.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Work in collaboration with the Education Director in providing supervision, management, and oversight of program staff including: facilitating weekly program meetings, planning, assigning and directing work, problem solving, coordination of professional development, performance evaluation and staff recognition, supporting staff engagement, staff motivation, and empowerment to perform.
- Provide leadership and support in creating collaborative working relationships with internal and external departments, agencies, and organizations.
- Attend required meetings, provide information/leadership as appropriate, and participate in any work group or committee assignments.
- Assist the Director in developing, improving, and expanding departmental services.
- Oversee student/client outreach, recruitment, and retention.
- Oversee the implementation of student and client financial assistance programs, advocacy, referrals, and all other allowable supports and services.
- Assist the Director with grant applications for Education programs including project planning, budget development, and narrative development and review.
- Assist the Director in ensuring that all departmental programs are making adequate progress towards program goals and objectives and are in compliance with applicable department, tribal, federal, and other policies, procedures, and regulations.
- Assist the Director in ensuring all program areas are completing assessments and accurately producing all reports required under LTBB, Federal, and other grant obligations in a timely manner.

- Monitor program budget including expenditure, approval, and budget modification.
- Assist the Director in the planning and implementing special events and activities.
- Assist the Director in development of job postings as needed.
- Assist the Director with the annual planning and facilitation of the Education Department's Strategic Plan development.
- Assist with policy development and amendment, including internal policies/procedures and relevant tribal government statutes and regulations.
- Hear Student petitions for the Michelle Chingwa Educational Honorarium as well as Aanjiigin Vocational and Continuing Education Program.
- Oversee methods and procedures for record management.
- Comply with Family Educational Rights and Privacy Act (FERPA) as well as tribal and departmental policies regarding confidentiality.
- Serve as the acting Department Director in the absence of the Education Director.
- Other duties as assigned.

EDUCATION AND EXPERIENCE

Required

- Bachelor's Degree in Education or related field.
- Minimum of 5 years of experience in Education or closely related field.
- Demonstrated experience supervising employees in the workplace.
- Experience in administration responsibilities.
- Experience in grant management and budget management.
- An excellent work history.
- A high ethical sensibility is required.

Preferred

- Minimum of 2 years of experience supervising multi-level employees in the workplace.
- Experience in tribal government operation and school settings.
- Experience in adult education, elementary and secondary school programs, job placement, and educational scholarship funds.
- Demonstrated knowledge and awareness of the history of Indigenous education in the U.S. or Canada; Anishinaabe traditions, knowledge, and worldviews; Indigenous identity as related to land and place; Indigenous community and family-centered approaches.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following: contribute to building a positive team spirit; show respect and sensitivity for cultural differences; prioritize and plan work activities; plan for additional resources; set goals and objectives; demonstrate accuracy and thoroughness; apply feedback to improve performance; and develop innovative approaches and ideas. Must possess the ability to read, analyze and interpret educational periodicals, professional journals, technical procedures and governmental regulations as they relate to educational opportunities and programs. The candidate must be able to perform multiple tasks while meeting firm deadlines. Must have excellent math, verbal, with demonstrable written communication skills; including report writing, business correspondence and procedural manuals. Must have excellent skills in effective and professional communication and relationship building. Must be able to complete internet research and maintain physical and digital files. Must demonstrate a deep understanding of the unique educational needs of Tribal citizens across a range of levels. Must have the ability to take appropriate action in stressful or emergency situations. Ability to supervise employees effectively.

COMPUTER SKILLS

High level of competency with Microsoft Office and Google Suites is required. Competency in Adobe, Canva, and Formsite preferred. Desktop publishing, website development tools and technology based instructional programs is recommended.

CERTIFICATES, LICENSES, REGISTRATIONS: Must possess a valid driver's license, reliable transportation and be insurable for duration of employment. Chauffer's license preferred.

COMMENTS: Indian preference will apply. Position is contingent upon completing and passing a thorough background check.