



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB POSTING

Opening Date: 11/07/14

Closing Date: 11/21/14

If you are interested in this position, please submit the following:

- Completed Application
- Bachelors Degree
- Tribal Identification (*if applicable*)

All requested information must be in the Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Position Title: Education Director

Department: Education

Work Schedule: Monday- Friday 8:00AM- 5:00PM (Hours May Vary)

Wage Rate: Pay Range 34 Step 0: \$40.03/ Hr./ Non Overtime Eligible

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB DESCRIPTION

TITLE: Education Director

WORKSITE: Tule River Indian Reservation
340 North Reservation Road
Porterville, CA 93257

GENERAL POSITION DESCRIPTION

The Education Director is responsible for all daily operations of the Tule River Education Department, including supervision of all department programs and staff (teachers, tutors, transporters, maintenance, computer technicians and administrative staff). The Education Director will perform administrative tasks at two locations (Towanits Indian Education Center and the Tule River Indian Study Center); will oversee the Tribal Education Program (TEP), higher education funding and higher education course management. Director shall be responsible for overseeing the Education Department's funding sources (Bureau of Indian Affairs, State Department of Education, Owens Valley Career Development Center Tribal TANF, Community Service Block Grants, Workforce Investment Act [WIA]) and any other available/applicable grants.

The Education Director will monitor the secondary education of approximately 320 tribal students and will take appropriate action to ensure services are being provided to all students in need of academic assistance. Director will supervise the adult education program as well as all satellite education programs. The Director will work directly with the Tule River Education Committee, Tule River Education Review Board and other community committees. The Education Director will work under the Tule River Tribal Council and will be directly supervised by the Tribal Administrator.

DUTIES & RESPONSIBILITIES:

1. Maintains department program budgets and submits budget and program amendments to the Tribal Administrator and the Chief Financial Officer.
 2. Prepare and distribute information pertaining to the Education Program to the Education Committee, Tribal Council and to other private or public agencies when appropriate.
 3. Attends all meetings held by the Education committee and works closely with the Education Committee to assess the needs of the community and develops and monitors programs accordingly.
 4. Facilitates communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.
 5. Supervises department staff; trains and evaluates employees; initiate and carries out appropriate disciplinary actions
 6. Performs other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment.
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Approved by TRTC On: 05/15/13
Revised and approved 10/30/14

QUALIFICATIONS:

1. Minimum B.A. from an accredited college or university with major course work in education or administration.
2. Able to relate culturally and work effectively with the Native American community, Tribal government, the public and private sectors.
3. Must have strong interpersonal skills and ability to work independently.
4. Specific knowledge required to satisfactorily perform the functions of the job includes: pertinent mandated federal, state, local and district policies, codes, rules and regulations; current and legacy instructional approaches and methodologies; budget principles; and principles of conflict resolution.
5. Knowledge of the principles and techniques of individualized instruction, behavioral management and current trends in educational methods for individuals with exceptional needs.
6. Leadership ability in school administration, instructional strategies and assessment, curriculum development, professional development, grant development, program evaluation and improvement, supervision and evaluation, and educational technology;
7. Excellent interpersonal and communication skills.
8. Must successfully complete a pre-employment drug screen and background investigation.
9. Must have a valid California Driver's License and be insurable through the Tribe.

PHYSICAL REQUIRMENTS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally the position requires near and far vision in proofreading correspondence and work related documents. Acute hearing is required. Typically office work setting conditions. Frequently must be able to lift up to 10 pounds, normally must be able to lift up to 40 pounds, and occasionally must be able to lift up to 50 pounds. This job will require the use of a vehicle, and an employee must be able to have those repetitive motions and coordination associated with operating a motor vehicle

This position reports to:	Tribal Administrator
Supervises:	Department Staff
Salary:	Pay Range 34 Step 0: \$40.03/ Hr. Paid Bi-Weekly/ Non Overtime Eligible
Hours:	Monday- Friday 8:00AM- 5:00PM (Hours May Vary)
Benefits:	Medical, Dental, Vision, Flexible Spending Plan, PTO & 401K plan.

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT

Approved by TRTC On: 05/15/13
Revised and approved 10/30/14