



TAOS PUEBLO JOB DESCRIPTION

JOB TITLE: Education Director
PAY GRADE: E9
FLSA STATUS: Exempt
DEPARTMENT: Education
REPORTS TO: Tribal Administrator

GENERAL PURPOSE:

Accomplishes strategic objectives by planning, organizing and directing all functions required to operate and maintain activities and services encompassing Education, Training, Employment Assistance, Tiwa Language, Child Care, and Head Start. Responsible for the identification and obtainment of performance outcomes for each area to include strategic planning, organizational development, operational and fiscal effectiveness based upon student driven initiatives. Ensures compliance with tribal, local, state, and federal statutes, regulations, policies and procedures. Provides professional leadership, coordination and assures effective execution for programs.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

ESSENTIAL FUNCTIONS:

Directs the development of strategic plans for Education, Training, Employment, Child Care, Head Start, and Language and Culture initiatives.

Implements strategic plan to maintain capacity to deliver effective and efficient Education, Training, Employment, Child Care, Head Start and Tiwa Language services to Taos Pueblo.

Directs the establishment, implementation and communication of goals, objectives, policies and procedures in accordance with the strategic plan.

Seeks out and applies for grant opportunities that support education and training, and Tiwa language initiatives. Assures effective and efficient implementation of grant funding and assures program compliance with policies and regulations imposed by funding sources.

Contribute to departmental effectiveness by identifying short-term and long-range issues and goals that must be addressed; providing information and commentary pertinent to deliberations; developing standard operating procedures; recommending options and courses of actions; implementing directives.



Prepares and presents reports for program approval on the status, activities and plans for current and future operations to the Tribal Administrator.

Conducts tribal education needs assessments using education reports and data from schools, other education programs and entities, and survey of parents, community members, Tribal Council members and educators.

Assigns employees to provide staff support to the Board of Education.
Presents information to the Board of Education of the educational system for Taos Pueblo.
Identifies, researches and reviews education issues for the Board of Education.

Encourages a positive working relationship between departments, and the Taos Pueblo community at large.

Develops and maintains a positive working relationship with the Red Willow Center Board of Directors, Executive Director, and other staff. As ex officio on the Red Willow Center Board provide direction and feedback and enforce established resolutions and MOUs.

Achieves financial objectives by preparing the annual budget and proposal, inclusive of operational plans and objectives; recommending staffing and expenditures.

Provides technical and/or professional coordination and leadership in the execution of day-to-day program/project activities, as appropriate to program objectives and area of expertise.

Reviews and completes tasks identified in the standards; reviews and updates quality assurance procedures in consultation with technical advisors.

Evaluates educational staff annually, provides feedback to enhance services to the children and families.

Develops and directs training opportunities, long-distance learning, employment supports, and supportive services.

Promotes and ensures that the community is aware of and has access to services including higher education scholarships, training opportunities, employment assistance, general assistance, credit recovery, Tiwa Language, child care, and Head Start.

Develops and maintains working relationships with appropriate Tribal, Federal, State, School systems, and local agencies concerning matters affecting service programs for Indian youths and adults.



Develops and implements strategies for the expansion of services to increase access and/or revenues, cost efficiencies, integration of resources or other strategies; identify opportunities to improve cost efficiencies and savings without reducing the quality or quantity of services.

Ensure integration of culture and language into education system through relationships and collaborations with Taos Municipal Schools, state charter schools, and other education institutions where Taos Pueblo students attend school.

Collaborate and support other tribal departments and programs to integrate language and culture into their services.

Prepares or assists with the preparation of scheduled and/or ad hoc statistical and narrative reports; performs basic information gathering and analysis and/or forecasting, as specifically directed.

Performs other duties as assigned.

SUPERVISION EXERCISED:

Oversees and supervises the departments effectiveness by recruiting, selecting, orienting, training, coaching, counseling, and disciplining managers and employees; communicating values, strategies, and objectives; assigning accountabilities; planning, monitoring, and appraising job results; developing a climate for offering information and opinions; integrating functional objectives.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Public Administration, Education, or Business Administration, or related field plus seven years progressive work experience in education. Two years in a supervisory capacity and/or a combination of Education and Experience. Master's Degree preferred. Valid New Mexico driver's license with ability to meet Pueblo's liability insurance requirements and maintain eligibility for insurance. Must be able to pass drug test, physical examination and background check, with NO prior convictions of any felonies.

Taos Pueblo reserves the right to exercise preference in hiring for qualified Tribal members/Indians in connection with all positions.

KNOWLEDGE, SKILL AND ABILITY:

- Knowledge of educational management, system analysis, operations, finance and accounting,
- Knowledge and ability to efficiently and effectively develop, manage and monitor grant funds, as well as, program budgets.
- Knowledge of statistical compilation and analyses.
- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.



- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Skill in statistical compilation and analysis.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in understanding and interpreting complex statutes, ordinances, regulations, and standards.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in problem solving, human relations, supervision and time management.
- Ability to exercise initiative and independent judgment.
- Ability to maintain confidentiality.
- Ability to work extended hours and various work schedules.
- Ability to demonstrate a high level of sensitivity to community issues and concerns.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
- Ability to represent organization in a professional manner, building respect and confidence in the community.
- Ability to gather and analyze statistical data, compile information and generate reports.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand and walk. The employee occasionally is required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 35 pounds.

WORK ENVIRONMENT

Work is regularly performed both indoors in an office setting with a moderate noise level. Travel may be required. Evening and/or weekend work may be required.

EMPLOYEE'S CERTIFICATION:

I acknowledge receipt of this job description and understand the job description is subject to change by Taos Pueblo as the needs of the employer and requirements of the position change.

Employee's Signature

Date