



WICHITA AND AFFILIATED TRIBES POSITION DESCRIPTION

- JOB TITLE:** Education Services Administrator
- DEPARTMENT:** Executive and Management Staff
- LOCATION:** Multi-Purpose Building – Tribal Complex
- REPORTS TO:** Tribal Administrator

JOB SUMMARY:

Administrator provide leadership, direction, and management for the department and programs. Primary responsibilities are the management and enhancement of programs in the department. Performs the overall planning, execution, and evaluation of tribal programs and services within the department and completes work in compliance with applicable tribal and federal policies, procedures, and regulations. Provides supervision to department staff.

CORE DUTIES AND RESPONSIBILITIES:

1. Plan, develop, implement, and monitor the education and employment programs within the department. This includes, but is not limited to Higher Education, Adult Education, Adult Vocational Training, Direct Employment, Johnson O'Malley, and other educational resources.
2. Develop and administer an annual educational needs assessment to obtain input from Tribal members, Education Director, and Wichita Executive Committee as an integral part of strategic planning for education for the Tribe.
3. Establish with the Education Director and Wichita Executive Committee, long-term and short-term organizational goals and objectives. Work with staff to prepare and submit annual strategic planning documents to incorporate into the Tribe's annual strategic implementation plan; ensure departments know and understand and try to accomplish the long-term and short-term organizational goals and objectives.
4. Direct and oversee planning efforts to create a long term vision and goals for the department. Identify funding sources and develop positive working relationships with individuals, agencies and organizations that may contribute to the accomplishment of department goals. Oversee contract and grant writing proposals to procure special project and program funding.

5. Monitor progress of current programs, grants, and contracts by establishing and using guidelines to measure program/service outcomes. Keep well informed about state and national education services as they affect the Tribe. Develop Tribal specific strategies to ensure readiness to adapt programs and services to policy and regulatory changes.
6. Create, develop, implement, and promote innovative partnerships and projects between education, work assistance, work experience, and cultural enrichment programs to meet the employment and educational needs of the Tribes and tribal members.
7. Maintain regular contact with community members, Tribal Council, Indian Education programs, and other federal and state entities to accomplish department objectives and preserve good public relations. Represent and advocate for the Tribe's Education Services by attending local, state and regional meetings and conferences.
8. Assists Higher Education and Adult Vocational Training (AVT) students with applications for college/school admissions and financial aid. Counsels prospective students on future job opportunities and job availability for the chosen line of study/training desired by the student. Seek additional educational resources for students and the Education Department.
9. Researches and designs appropriate department performance and quality training. Plan and implement programs and specific educational plans to ensure the education and training of staff to improve department. Ensure the professional growth of staff by supporting and requiring regular training.
10. Prepare and submit quarterly reports to include progress in meeting identified strategic goals, objectives, and activities during the previous quarter.
11. Supervises program staff and implements personnel functions including program specific training, evaluating work performance, and disciplinary actions.
12. Performs other duties as needed.

EDUCATION AND EXPERIENCE:

1. Possess a Master's Degree in Education or related field from an accredited College or University. Bachelor's Degree may be consider with a solid employment background in related field.
2. Must have at least five (5) years progressively responsible experience in an administrative capacity in an education or employment related field.
3. Have the ability to interpret and follow program guidelines relating to the Education Programs and related programs.
4. Proven record of leadership experience in education program and policy development. Ability to evaluate and interpret education data for department.

5. Demonstrated proficiency in grant and program administration, budget management, financial projections, as well as experience in grant writing and other procurement of funds.
6. Must have communication skills, both oral and written, to interact with staff, clients, officials, funding agencies, medical staff, and other individuals regarding program and client matters.
7. Must be committed to enhancing indigenous education through formal and informal means.
8. Be computer literate and able to operate software for letter processing and spreadsheets.
9. Proven ability to work well with Indian families, and must have positive interaction skills.
10. Must have the ability to organize and maintain clear and concise records.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work primarily in a climate controlled environment, but will be exposed to wet and/or humid conditions, high temperatures, and other outside weather conditions. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be physically able to operate a variety of office equipment and vehicles ranging from a sedan to a 15-passenger van. The employee must frequently lift, carry, and move more than 25 pounds.

SPECIAL REQUIREMENTS:

Possession of a valid Oklahoma Driver's License. Subject to a background check and drug screening. Must sign a Confidentiality Agreement and abide by confidentiality regarding program. Indian Preference applies.

This certifies that I have read the position description and I am capable of performing all essential functions of the job.

EMPLOYEE

DATE

DEPARTMENT SUPERVISOR

DATE

TRIBAL ADMINISTRATOR

DATE

HUMAN RESOURCES DEPARTMENT

DATE

Job descriptions are used primarily to assist in the identification of the core duties and responsibilities of a position and to be used in determining the level of compensation for the position. Other duties and responsibilities may be added or removed at the discretion of the Wichita Affiliated Tribes Executive Management.