

**NORTHERN CHEYENNE TRIBE  
TRIBAL EDUCATION  
JOB ADVERTISEMENT  
2017**

**POSITION:** Education Specialist                      **SALARY:** \$17.00

**DEPARTMENT:** Northern Cheyenne Tribal Education Department

**ACCOUNTABLE TO:** Director

**OPENING DATE:** August 8<sup>th</sup> 2017                      **CLOSING DATE:** August 18<sup>th</sup> 2017

**How To Apply:** Submit an application, **RESUME**, (3) current letters of recommendation within 1 year, copies of credentials (**if any**), college transcripts, (if claiming Tribal preference) a Tribal I.D. or Tribal Certification and (if claiming Veteran's preference) a DD214 to the Northern Cheyenne Tribe, att: Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, Mt. 59043

**INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED**

**SUMMARY OF WORK:**

**Work** with 6-9<sup>th</sup> grade students at Northern Cheyenne Tribal Schools to personalized education for students, include parents and the community in their child's education. to increase academic achievement through **various teaching methods** and on line learning, to increase college and career planning and to assist in building a college and career readiness culture. **Coordinate** activities, intervention services, tutoring, testing, and data collection with ACT, Read Right, and Khan Academy on line. **Assist** with organizing meetings with parents, community, pre-service for teachers, and financial literacy/FAFSA and Scholarships. Utilizing social media, Webinars and on-line activities. **Meeting** all goals and objectives in the NYCP Project

**JOB CHARACTERISTICS:**

**Nature of Work:** This position **requires** some work outside of normal working hours to meet with parent groups/students and to complete required paperwork and /or meeting deadlines. Several hours per day are spent working on the computer for on-line work, social media, using the Web and data collection. This position **requires** traveling to colleges and universities for meetings, conferences and training seminars. **Requires** work on Tribal committees and meetings

**Personal Contacts:** Daily contact with student, college students, department employees, public, tribal, state and national officials who are part of the grant activities.

**Coordinates** duties with teachers, school administrators, parents, tribal employees, and community

**Supervision Received:** Direction is received through NYCP performance objectives. Director of the Tribal Education Department and the TEDNA Key Personnel in the Grant.

**Supervision Exercised:** Direction is provided on a daily to frequent basis for working with the Northern Cheyenne Tribal Schools teachers, administrators and the Tribal Education Director.

**Essential Functions:** Position **requires** ability to read written material,, communicate orally and in writing, travel and organize meetings, , be multitask oriented, exercise good judgment, make competent decisions, coordinate several projects at a time, supervise employees and handle stress.

#### **AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:**

**Maintains** appropriate transfer of information and communication concerning educational needs of tribal members to such groups as: tribal Education staff, NYCP personal, designated school officials, college and university officials, vocational training programs, reservation education entities, students and parents.

**Participates** and **organizes** local and parent committees and boards in meeting the needs of the NYCP Grant for the improvement of educational interest and needs of students

**Makes** site visits to schools, colleges/universities for student participation and awareness.

**Provides** information on the scholarship process.

**Provides** information on College and University processes

**Assures** career education takes place within the targeted student population

**Assures** appropriate education takes place on the college and university processes

**Provides** information as requested to family and parents concerning the education of the children in the targeted population.

**Provides** for appropriate follow-up services concerning the personalized education plans for students

**Implements** appropriate services required with ACT Engage, Aspire and College Readiness

**Assures** appropriate **teaching and tutoring** services are provided with Read Right

**Assures** appropriate teaching and services are provided for Khan Academy (Math)

**Assists** in the administration of the Tribal and other private scholarship programs.

**Follows** the grant regulations that govern the NYCPP program. Ensures that all goals and objectives are followed.

**Works** closely with the external evaluator

**Assists** parent committees with development of the projects, organizes meetings as required, parents are included with their children's educational plans.

**Assists** with administering required surveys.

**Submits** all reports and information required in the NYCPP by the grant.

**Gathers** information for the data collection process.

**Provides** consistent and continuous training and professional development for all staff members to insure quality and effectiveness of the NYCP program.

**Performs** other related duties as required and agreed upon with the supervisor.

### **JOB REQUIREMENTS:**

**Knowledge:** This position **requires** working knowledge of program administration, supervision, statistics, data collection, grant process. Knowledge of colleges, universities financial aid process, admissions, student services and funding, curriculum, **understanding of teaching methods** to assist students in the learning process, materials, counseling, human relations, educational resources in the NYCP grant,. Working knowledge of Social Media. Knowledge of using webinars knowledge of Northern Cheyenne culture, community concerns, identifying the educational needs of children. The ability to use on line educational programs in meeting the educational needs of the children to increase their academic skills and for the grant.

**Skills:** This position **requires** skills in: Use of computer including, word processing, data base and spreadsheets, use of a calculator and typewriter.

**Abilities:** This position **requires** the ability to: communicate effectively orally and in writing, understand human relationships, counsel, supervise, initiate programs educational programs, project a positive self image of the Tribal Education Department, maintain confidentiality of records, organize, coordinate duties and activities through

various academic processes, follow verbal and written instructions, establish effective working relationships with fellow employees, supervisors and the public.

### **EDUCATION AND EXPERIENCE:**

The above knowledge, skills and abilities are typically acquired through a combination of education experience equivalent to:

- **Bachelor of Science** Degree or **Bachelor of Arts** in Education Preferred **but not required.**
- Experience with Indian Education and **various teaching methods**
- Knowledge of high school graduation requirements, academic standards,
- Experience in working with diverse populations
- Knowledge of college admissions and scholarship requirements
- Experience with public relations
- **Must** have excellent oral and written communication skills
- Excellent computer skills and familiar with data collection systems
- **Must** possess a valid driver's license

### **JOB PERFORMANCE STANDARDS:**

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to the following:

- Performs assigned duties promptly and efficiently.
- Is knowledgeable of the NYCP Grant.
- Assures all goals and objectives are met in the NYCP Grant.
- Effectively works with students, parents, teachers and administrators.
- Maintains accurate and timely records.
- Prepares accurate and timely reports.
- Effectively assists with the development of student personalized educational plans which includes teaching academic skills as necessary.
- Effectively assist with the counseling of students and parents on the college and career process
- Effectively provides technical assistance in organizing programs and activities
- Effectively promotes educational programs.
- Oversees care and management of the activities in the NYCP Grant
- Maintains confidentiality of files
- Successfully pursues developing educational activities for the students
- Deals tactfully and courteously with the students, teachers and public
- Observes work hours

- Demonstrates the ability to handle stress
- Demonstrates punctuality.
- Establishes and maintains effective working relations with all personnel in the NYCP Grant