

# NATIVE VILLAGE OF KOTZEBUE

## Job Description: Native Village of Kotzebue Education Director

<b>Job title:</b> Education Director	<b>Organization:</b> Native Village of Kotzebue
<b>Department:</b> Administration	<b>Reports to:</b> Executive Director
<b>Schedule:</b> Monday – Friday, 8a-4:30p	
<b>Location:</b> Kotzebue, AK	<b>Status:</b> Non-Exempt
<b>Pay Grade:</b> D.O.E.	<b>Staff supervision:</b> Yes
<b>Travel required:</b> Yes	<b>Opening Date:</b> November 22, 2021 <b>Closing Date:</b> Until Filled

### Summary

The position is responsible for the Nikaitchuat Ilisagviat school, higher education scholarship program and youth activities. The Director supports and works with the Education Committee and Steering Committee. The position is responsible for leadership, management, and administration of the Education Department, Nikaitchuat Ilisagviat, and NVOK's Elder's & Youth Sisaulik camp. This position provides oversight and administrative management services with clients and students in a tribal community-based setting while ensuring compliance with tribal, state, and federal regulations and policies.

### Essential Duties and Responsibilities

- Oversee the education department budget and staff, ensuring that all programs in the department meet state and federal regulations and/or granting agency requirements.
- Oversee the higher education scholarship, adult Vocational Training and Direct Employment programs.
- Submission of monthly and annual program reports with accountability of finances and student-client statistics.
- Act as a liaison with other educational agencies with opportunities and funding to ensure comprehensive student case management, language development and/or workforce development that meet the needs of the tribe and community.
- Ensure compliance with required licensing for operation of Nikaitchuat Ilisagviat with the State of Alaska Department of Education and other appropriate agencies.
- Ensure adequate staffing and facilities for successful operation of the programs.
- Support the ongoing development of the program activities and projects that involves local youth to elders in the education of youth, parents and community members.
- Oversee and assist with the Inupiat language curriculum development and implementation, support the tribe's teachers in the area of teaching methodologies, classroom management, and development of cultural activities.
- Pursue grants and funding sources to sustain Nikaitchuat Ilisagviat operation and tribal youth education activities.
- Support parents and community members in the areas of language acquisition and use, and family-oriented cultural activities.
- Travel or work conditions may be required utilizing alternative methods.
- Other duties as assigned.

## Supervisory Responsibilities

- Responsible for the management and supervision; including hiring/termination, performance review, compensation, and disciplinary actions of department staff.
- Implements and enforces adherence to administrative and personnel policies and procedures.
- Oversees departmental expenditures.
- Oversees and ensures Student fees are paid on-time each month.
- Maintains comprehensive knowledge of all departmental functions.
- Leads and facilitates regularly scheduled staff meetings.
- Represents the Tribe in meetings and forums with other organizations, city, state and federal agencies.

## Minimum Requirements

- A Bachelor's degree and 5 years of Administrative experience; OR an equivalent combination of education and experience.
- Supervisory experience.
- Must have a high level of interpersonal skills to handle sensitive and confidential situations as well as build positive relationships with staff, tribal members and partners.
- Microsoft proficiencies in Word, Excel, and PowerPoint.
- Must be willing to obtain college-level Early Childhood Development courses totaling 12 credits to maintain Child Care Licensing at Nikaitchuat Iisagviat if needed.
- A valid driver's license and an acceptable driving record for the past three (3) years to be eligible under NVOK's vehicle insurance policy.
- Must be able to successfully pass a background check and drug screening.

## Preferred Qualifications

- Bachelor's degree
- Enrolled member of the Native Village of Kotzebue
- Experience working with young children and teens
- Ability to speak and/or understand the Inupiaq language
- Knowledge of the Federal Programs including PL 93-638 contracting, Indian Reorganization Act of 1934, as amended, the Indian Self Determination and Education Act; NAHASD, ICWA; and Tribal Courts, ANCSA Act of 1971; and the Alaska Native Interest Land Conservation Act.

Native Preference will be given in recruiting and hiring, consistent with the Indian Self-Determination and Education Assistance Act, P.L. 93-638, as amended.

### **Equal Opportunity Employer**

The Native Village of Kotzebue is an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran protected status or any other characteristic protected by applicable law.