



NATIVE VILLAGE OF KOTZEBUE KOTZEBUE IRA

TITLE: NIKAITCHUAT DIRECTOR

REPORTS TO: Executive Director
DEPARTMENT: ADMINISTRATION
CLASSIFICATION: EXEMPT / SEASONAL - Regular
GRADE: DOE
CLOSING DATE: **OPEN UNTIL FILLED**

JOB SUMMARY:

The position is responsible for the Nikaitchuat Ilisagviat school. The Director supports and works with the Steering Committee and is responsible for leadership, management, and administration of the Nikaitchuat Ilisagviat. 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.

DUTIES AND RESPONSIBILITIES:

1. Oversee the budget and staff, ensuring that all programs in the department meet state and federal regulations and/or granting agency requirements.
2. They search for available grants and research their requirements to find opportunities that align with their organization's mission.
3. Submission of monthly and annual program reports with the accountability of finances and student-client statistics.
4. Ensure compliance with required licensing for operation of Nikaitchuat Ilisagviat with the State of Alaska Department of Education and other appropriate agencies.
5. Ensure adequate staffing and facilities for the successful operation of the programs.
6. Oversee and assist with the Inupiat language curriculum development and implementation, support the tribe's teachers in teaching methodologies, classroom management, and development of cultural activities.
7. Pursue grants and funding sources to sustain Nikaitchuat Ilisagviat operation and Tribal youth education activities.
8. Support parents and community members in the areas of language acquisition and use, and family-oriented cultural activities through ongoing development of the program activities and projects.
9. Travel or work conditions may be required utilizing alternative methods.
10. Other duties as assigned.

Supervisory Responsibilities

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

MINIMUM QUALIFICATIONS:

- A Bachelor’s degree preferred 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 Ilisagviat 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 KNOWLEDGE, ABILITY, AND SKILLS:

- 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.

Employee Signature:

Executive Director Signature:

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.

Kotzebue IRA is an Equal Opportunity Employer, and all qualified applicants will be considered for employment.