

## JOB DESCRIPTION

Job Number - 021

<b>JOB TITLE:</b>	Regional Education Manager
<b>JOB LOCATION:</b>	Crescent City, CA
<b>SUPERVISOR:</b>	Chief Executive Officer
<b>SUPERVISES:</b>	Education Staff
<b>FLSA Status:</b>	Exempt
<b>COMPENSATION:</b>	\$70,000-80,000

Under the supervision of the Chief Executive Officer, the Regional Education Manager will be responsible for facilitating the coordination of the K-12 partners including Del Norte Unified School District, True North Organizing Network, Yurok Tribe Education in developing data sharing agreements, aligning referral services, and collaboration in meetings, events and services and recruit other partners in Tribal services.

### DUTIES AND RESPONSIBILITIES:

1. Maintains cooperative working relationship with the Promise Neighborhood Project Components in coordination with the Project Steering Committee and the Promise Neighborhood Director.
2. Acts as liaison to various Tribal Education Departments, Promise Neighborhood K-12 team meetings, Tribal Health and Human Services, public schools and other partners and community support programs.
3. Acts as an advocate in Del Norte County in conjunction with the Indian Education Center Coordinators and Indigenous Education Advocate (IEA), to obtain needed resources in the community.
4. Directs the Indian Education Center Coordinators to ensure compliance with applicable regulations, standards, timelines, and contractual obligations for the funding sources.
5. Drafts, types, organizes, and maintains files of correspondence, forms, reports, and other materials relating to education activities and outcomes of the program.
6. Develops an annual calendar of program milestones and activities.
7. In cooperation with the other staff and community partners, assists with staffing plans and staff development.
8. Provides reports and documentation pertinent to the ongoing development of the program.
11. Assist in providing American Indian cultural appropriate K-12 curriculum and teacher training to support the implementation of the curriculum.
12. Seeks out innovative approaches by coordinating with other tribal programs and community partners, staff, and programs.
13. Assists in the planning and implementation of the community events and parent education opportunities.

14. Attends community meetings, organizing events, and committee meetings and other pertinent meetings dealing with educational issues that affect the early learning community

**MINIMUM QUALIFICATIONS:**

1. Ability to read and understand correspondence, governmental regulations, higher education and trade school catalogues/directories.
2. Ability to write routine reports business correspondence, compose memorandums, etc. Knowledge of correct spelling, grammar and punctuation.
3. Ability to present information and respond to questions from clients, tribal members, parents, school personnel and general public.
4. Must have well developed writing skills and be willing to prepare grant applications for supplemental funding for program activities.
5. Must have a practical understanding of American Indian families and ability to work with Parents, Students, and School Personnel including Superintendents, Principals, Teachers and Board Members.
6. Must have well-developed organizational skills and ability to carry tasks through to completion.

**EDUCATION/EXPERIENCE:**

- Minimum of Bachelor's degree in Education, Social Work, Business Administration, or other related fields.
- At least 2-3 years of office management, administrative, or assistant experience
- CA Driver's License and ability to travel on a regular basis, including overnight travel
- Experience planning and implementing community meetings, trainings, and other events, including developing a timeline and materials and following up with participants
- Experience submitting clear and detailed reports in a timely manner
- Skilled in time management and able to stay on top of multiple deadlines
- High level of organization, attention to detail, and follow-through

**CONDITIONS OF EMPLOYMENT:**

1. All applicants are subject to NCIDC's Drug and Alcohol Policy including pre-employment screening.
2. Valid state issued driver's license and/or the ability to obtain a California license. Must be insurable on the agency's insurance policy.
3. Must pass a background investigation and fingerprint clearance.

**LANGUAGE ABILITY:** Ability to read and comprehend complex instructions, correspondence, and memos. Ability to write complex correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.

**NORTHERN CALIFORNIA  
INDIAN DEVELOPMENT COUNCIL, INC.**  
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**MATH ABILITY:** Basic math skills. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to calculate and figure amounts such as discounts and percentages.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standard situations.

**EQUIPMENT/COMPUTER SKILLS:** To perform this job successfully, an individual should have knowledge of word processing software and spreadsheet software. Basic internet usage. Ability to use a MacOS computer is preferred but not required.

**CERTIFICATES AND LICENSES:** California Driver's License, clean DMV record. Valid vehicle insurance.

**WORK ENVIRONMENT:** The noise level is usually moderate.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands finger, handle or feel. Be able to reach with hands and arms and talk and hear. The employee must occasionally lift and/or move up to 45 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ACKNOWLEDGMENT:** I have read the job description and fully understand the requirements set forth therein. I hereby accept this position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

The job duties, elements, responsibilities, skills, functions, experience, education factors, requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that the employ may be required to perform. The employer reserves the right to revise this job description at any time and require employees to perform other tasks as circumstances or conditions of its business, competitive considerations or a work environment change. I further understand that my employment is at-will and thereby understand that the employer or I may terminate the employment relationship at any time, with or without cause.

*Native American Hiring Preference will be given to qualified American Indians per Policy Statement 915.027 on Indian Preference under Title VII.*