



Cow Creek Government Office

Education Program Manager

Job Code: 1330
Department: Education
Location: Myrtle Creek, OR.
Minimum Wage: \$58,211.01

POSITION PURPOSE:

The Education Program Manager is responsible for overseeing the operations of education programs housed in the Tribal Community Center, including the Expanding Horizons Youth Center, the Yimisa Preschool and implementation of Tribal History Shared History. This role encompasses program development, financial management, and grant writing to ensure the provision of high-quality educational services to children. You will work closely with staff, stakeholders, families, and funding sources to achieve program goals. The Education Program Manager will manage EHYC staff including work schedules and assigning job duties. In addition, the Education Program manager will provide support and guidance to the Yimisa Preschool staff.

RESPONSIBILITIES:

- Curriculum Development: Develop, implement, and oversee age-appropriate, engaging curricula that align with educational standards and promote student learning.
- Professional development for Tribal History/Shared History for Douglas county schools.
- Staff Supervision: Recruit, hire, train, and supervise teachers and support staff, ensuring they have the resources and support needed to deliver quality education.
- Student Support: Identify individual students' needs and challenges, providing guidance and resources to ensure academic and developmental success.
- Program Evaluation: Continuously assess program effectiveness, making improvements as necessary. Monitor student progress and success.
- Budgeting: Develop and manage program budgets, ensuring responsible allocation of resources and adherence to financial guidelines.
- Grant writing: Seek additional funding opportunities through grants, to support program expansion and sustainability.
- Grant reporting: prepare grant reports, adhering to deadlines and requirements including attendance, student progress, and financial data, for reporting purposes.
- Foster positive relationships with parents, guardians, community partners to ensure program alignment with the needs and expectations of Tribal families and youth.
- Participate in the Cow Creek Tribes MDT staffing.

QUALIFICATIONS:

- Bachelor's degree in educational related field supplemented with 2 years of work experience with youth and families
- Management experience in an educational environment. Previous experience in program management and curriculum development preferred.
- Financial management skills, including budgeting and grant management.
- Grant writing experience and a successful track record in securing funding.
- Strong organizational, leadership, and communication skills.
- Knowledge of early childhood education and after-school program best practices.
- Familiarity with educational standards and regulations.
- Ability to handle a variety of projects and assignments at once with attention to detail
- Demonstrated ability to organize, implement, and maintain culturally based youth programs
- Valid Oregon Driver's license.