



Cow Creek Government Office

Education Director

Job Code: 1301
Department: Education
Location: Roseburg, OR/Myrtle Creek, OR
Minimum Salary: \$67,897.33

POSITION PURPOSE:

The Education Director has multiple responsibilities as to the overall education of the Tribal membership. The Education Director applies the unique and specialized area of Indian Education which includes culture and language into all aspects of working with Tribal adults and youth.

ESSENTIAL FUNCTIONS:

- Responsible for all the Education Programs that offer services for Tribal adults and youth.
- Continue to develop and update education programs, policies and procedures as needed.
- Assist with the development of budgets each year for all programs as needed. Provide monthly and yearly reports as requested.
- Work collaboratively with other Tribal programs in developing educational and cultural activities for Tribal adults and youth.
- Update education materials such as brochures and the educational website as needed.
- Oversee the Tribal Library grant and renew and apply for the grant each year. Purchase library materials from the grant.
- Plan and oversee all educational programs. Develop these in conjunction with other programs and services as needed.
- Continue to oversee the development and updating of the library program and operations.
- Plan and coordinate the dinner for the Umpqua Community College Scholarship.
- Plan and coordinate the honor dinner for the Education Department as needed.
- Attend and participate in any state, national and local meetings as needed, and promote Indian Education (education, culture, and language).
- Communicate with the Tribal Board of Directors as needed.
- Collaborate with Tribal departments (Social Services, Housing, Behavioral Health, etc)

This position is a professional position that requires the incumbent to have knowledge on Indian Education federal and state laws. Knowledge of the history of Indian Education and the cultural and educational aspects as it relates to providing services for Tribal member adults and youth. The incumbent works on a professional level in representing the Tribe on a sovereign level and represents the Tribe in working with other Tribal organizations, universities/colleges, and State agencies. The incumbent must have the ability to interface with many levels of communication in working with

government officials and state administrators to working with students and youth in understanding services and needs in their areas.

QUALIFICATIONS:

- Bachelor's Degree in Education, Social Sciences, or any other related field. Or at least four years' experience working in Indian Education and providing management of Tribal Education programs.
- Master's Degree in Education or any other related field.
- Post-Secondary Teaching Certificate or Teaching Certificate to teach and write education curriculums and plans for the Tribal membership preferred.
- Ability to assist in developing and forecasting the needs for educationally and culturally competent programs for the Tribal membership and work in support of these programs.
- Ability to provide technical assistance to Tribal programs in providing culturally relevant education curriculums for programs.
- Ability to provide support of educational cultural relevancy programs that promote the growth of Tribal membership and encompass the specialized needs of Indian education (education, culture, and language) for the Tribal membership.
- Ability to effectively manage spending, budgets, and grants.

Professional memberships that are maintained with this position:

- State of Oregon Government to Government Education Cluster Representative
- Oregon Indian Education Association (OIEA)
- National Indian Education Association (NIEA)
- National Johnson O'Malley Association (JOM)
- Oregon Association of Financial Aid Administrators (OASFAA)
- Native American Library Association
- Southwestern Oregon Research Project (SWORP)
- Umpqua Community College STEAM Hub
- Dept. of Early Learning and Care Office of Tribal Affairs (DELCO)
- Higher Education Coordinating Commission (HECC)
- Tribal Attendance Promising Practices (TAPP)