

**NATIVE VILLAGE OF KOTZEBUE / KOTZEBUE I.R.A
JOB DESCRIPTION**

TITLE: EDUCATION SPECIALIST

REPORTS TO: EDUCATION AND NIKAITCHUAT DIRECTOR
DEPARTMENT: EDUCATION AND NIKAITCHUAT ILISAGVIAT
CLASSIFICATION: NON-EXEMPT / REGULAR FULL-TIME (37.5 hours per week)
SALARY GRADE: \$22.00-\$25.00 per hour
CLOSING DATE: January 31, 2018, BY 4:30 PM

JOB SUMMARY:

The position is responsible for the implementation of the tribe's Higher Education (HE) Scholarships, Adult Vocational Training (AVT) Grants, Direct Employment (DE) Grants, Summer Camp Sisualik, After School Youth Programs, and assisting with Nikaitchuat Ilisagviat School duties to ensure that educational goals are achieved. Must be able and willing to supervise and assist small children at the Nikaitchuat Tribal School. The Education Assistant Director provides and supports the intake, counseling, education, case management and/or referral services of clients. This position provides both Support and Case Management services with clients in a tribal community-based setting while ensuring compliance with federal regulations.

MINIMUM QUALIFICATIONS:

1. Bachelor's degree required in education, rural development, public or business administration, or related field; however professional and related work experience may be substituted on a year for year basis.
2. Must complete and pass a criminal background check.
3. Ability to work independently and as a member of a team.
4. Knowledge of inter-relationship between educational and scholarship agencies in order to establish and maintain effective working relationships; including knowledge of how their policies interface with tribes' programs as funded by the BIA.
5. Ability to work with youth.
6. Ability to communicate, both orally and written, including the ability to analyze information in a logical, sequential manner, and to make concise written presentations of findings.

PREFERRED KNOWLEDGE, ABILITY AND SKILLS:

1. Experience with teens and small children, young adults and/or educational programs preferred.
2. Knowledge of the lifestyles and culture of the people of Kotzebue and the Northwest Arctic Borough.
3. Tribally enrolled member of the Native Village of Kotzebue
4. Ability to speak and/or understand Inupiaq.
5. Knowledge of federal, state, and tribal education programs, including the Bureau of Indian Affairs higher education, adult vocational training and direct employment programs.
6. Must be willing to obtain college-level Early Childhood Development courses totaling 12 credits to maintain Child Care Licensing at Nikaitchuat Ilisagviat.
7. Supervisor experience.

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

DUTIES AND RESPONSIBILITIES:

1. Oversee and implement the HE, AVT, DE, Camp Sisualik, After School Youth programs.
2. If needed, work toward completing 12 college credits for Nikaitchuat Child Care Licensing to become the Child Care Associate for the tribal school.
3. Supervise the Nikaitchuat Iisagviat School students and aiding in the classroom when needed.
4. Prepare school lunches when needed.
5. Assist Nikaitchuat students with restroom breaks when needed.
6. Provide financial and career counseling with clients and/or applicants including referrals to other entities as needed.
7. Process applications in a timely manner with determinations for initial and continuing eligibility determinations including intake and assistance with clients to complete applications, answering questions, making copies or assisting with telephone requests for required documentation.
8. Maintain permanent client files and records with confidentiality and the proper disposition of closed files.
9. Organize tribal meetings, trainings, workshops and/or conferences that pertain to education, scholarships or career development.
10. Prepare for and assist in coordinating the tribal council Education Committee and Nikaitchuat Steering Committee meetings with administrative staff.
11. Prepare monthly reports on program activities in a timely manner to the Education/Nikaitchuat Director and tribal council.
12. Track client activity and prepare reports as required by the various programs. Develop and maintain a database to track client and program activities.
13. Act as a liaison with local employment and education agencies with opportunities and funding.
14. As needed, ongoing communication with training institutions and colleges to ensure proper use of funding and to counsel or support clients.
15. In collaboration with the Education and Nikaitchuat Director, develop goals and maintain work plans with timelines including budgets.
16. In collaboration with the Education and Nikaitchuat Director, update program policies and procedures to coincide with federal regulations and tribal needs/design.
17. Assures confidentiality of client information.
18. Assist with grant development for supporting youth and education programs.
19. Assist the Education and Nikaitchuat Director with regular office tasks.
20. Other duties as assigned.

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

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