

Position: Education Site / Instruction Manager  
Department: Education  
Supervisor: Education Director  
Supervises: Education Specialist  
FLSA Status: Exempt

**POSITION SUMMARY:**

This position is responsible for the day-to-day administration and management of the Nation's Johnson O'Malley, Adult Vocational Training, Higher Education, Youth Activity and Training Center programs and services.

**DUTIES AND RESPONSIBILITIES**

- ❑ Responsible for higher education relations and serve as the Nation's designated liaison with universities, community colleges, and vocational institutions.
- ❑ Work toward the development and maintenance of Tribal Community College through networking and partnerships.
- ❑ Conduct professional development activities, workshops, and in-service training for staff and client population.
- ❑ Facilitate access to continuing education, distance learning, and on-line courses.
- ❑ Responsible for managing and supervising the education programs.
- ❑ Responsible for providing technical assistance to parents, guardians and students of secondary, post secondary and technical training institutes.
- ❑ Set up and teach basic computer programs, basic software courses and developing distance learning services.
- ❑ Responsible for submitting program budgets and monitoring budget expenditures for the education programs in accordance with budget allocations and program guidelines.
- ❑ Develop an education plan integrating JOM, AVT, and Higher Education activities and funding with the goals and objectives of the Youth Activity and Training centers.
- ❑ Responsible for compiling and maintaining reports required by regulation or program guidelines; including annual reports for the Sac and Fox General Council.
- ❑ Responsible for coordinating the dissemination and retrieval of statistical information pertaining to the education programs and services.
- ❑ Respond to requests and inquiries from the general public regarding scholarship and financial aid information.
- ❑ Research and submit grants for the education programs.
- ❑ Develop educational material and opportunities to increase visibility for the education programs.
- ❑ Prepare news releases about education events and activities.
- ❑ Performs other duties as assigned

**KNOWLEDGE, SKILLS AND ABILITIES:**

- ❑ Knowledge and skill in interpreting federal law, statutes, and applicable tribal law relative to the education programs and services.
- ❑ Basic knowledge of accounting principles.

- ❑ Ability to effectively communicate, both verbally and in writing.
- ❑ Ability to read, analyze and interpret education and program documents.
- ❑ Some knowledge of state education laws helpful.
- ❑ Capacity to teach basic word-processing, spreadsheets and database software courses.
- ❑ Ability to relate effectively with people from diverse backgrounds.
- ❑ Ability to make timely decisions that produce positive results through effective program planning, development, implementation and evaluation.
- ❑ Strong organizational skills.
- ❑ Ability to develop a professional network and partnerships with local universities and other education organizations.

**EDUCATION AND EXPERIENCE:**

- ❑ Bachelor’s Degree or related field experienced required. Master’s degree preferred.
- ❑ Five years of management experience in program development, implementation, and administration with a focus on education, training, and youth development preferred.
- ❑ Certification in Information Technology management and/or three years experience working with Information Technology systems. Familiarity with distance learning technology preferred.
- ❑ Valid driver’s license – some travel is required.

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Employee’s Signature

Date

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Supervisor’s Signature

Date