



TEDNA NYCP College and Career Readiness for Indian Students Project Director

Job Description and Candidate Attributes

Approved 11/4/2015

The Tribal Education Department National Assembly (TEDNA) Native Youth Community Partners (NYCP) Project will develop, test, and demonstrate the effectiveness of College and Career Readiness services and supports to improve the educational opportunities and achievement of Indian students in middle and junior high school. The TEDNA NYCP Project is expected to achieve the goal that all participating Grade 6-9 Indian students will improve College and Career Readiness as defined by a successful transition into high school with a GPA of 2.0+ and a plan that addresses and supports College and Career Readiness that is locally informed. *(Full abstract available upon request).*

The success of the TEDNA NYCP Project will depend heavily on key personal attributes of the NYCP Project Director. Candidates for this position must bring:

Talent, intelligence, compassion, energy, enthusiasm and patience sufficient to bring all project participants to understand and personally invest in project success.

Sufficient understanding of tribal sovereignty, Native culture and Native experience to win and maintain acceptance and participation by the individuals and tribes that they will be serving.

Sufficient understanding of current and emerging learning, education and administrative practices (and their application in public, BIE and tribal schools) to build and maintain effective bridges within each community of students, parents, tribe, and school.

Sufficient understanding of the grant award criteria, TEDNA's application and the roles and capacities of our OIE funder, our project evaluator and our partner service providers to build and maintain effective bridges within this community and each tribal community of students, parents, leaders and their partnering school.

A commitment to personal growth and development that will enable them to serve the NYCP Project's highest potential as a demonstration project that informs and empowers all Native communities.

These attributes are also key to TEDNA's success in recruiting and building the resources essential to fulfillment of our mission.

TEDNA NYCP PROJECT

Project Director - Job Description

SUMMARY

Responsible for the overall operation of the assigned areas including services, staffing, budgeting, and reporting of the NYCP project. Also responsible for compliance with applicable federal, state, funding, or other agency requirements and regulations and TEDNA Policies and Procedures. May be assigned other duties related to TEDNA general business as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES Include the following. Other duties may be assigned as needed.

- Supervises assigned personnel in compliance with TEDNA Policies and Procedures.
- Coordinates services and activities with tribal education departments, local education authorities, families, contractors, and communities served.
- Supervises and assists with the implementation of goals, objectives, and outcomes of the NYCP project.
- Plans and implements a plan for collecting data to document project progress, including use of basic data base software.
- Reviews projects and identifies informational gaps and designs.
- Principally responsible for the NYCP Project reporting in conjunction with the TEDNA Executive Director, including but not limited to fiscal reports, annual program reports, and any other reporting requirements.
- Conceptualizes, designs, and administers projects, activities, and processes to preserve and protect reported data.
- Assist with planning and development of new TEDNA programs and services.

SUPERVISORY RESPONSIBILITIES

Collaborates with Educational Specialists at participating tribal education departments. Is responsible for the overall direction, coordination, and evaluation of the NYCP Project. Carries out assigned supervisory responsibilities in accordance with the project's policies and applicable laws. Responsibilities may include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

RESPONSIBILITIES/ACCOUNTABILITIES:

The level of responsibility/accountability required to successfully accomplish the essential duties of the job is as follows. Optimal responsibility and accountability for successful program operations in compliance with federal grant requirements.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed herein are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

Preferred: a Master's degree in Administration, Education, or related field; and five years related experience in supervising staff, in grant management and reporting, and managing budgets; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to maintain fiscal records and grant funds to ensure compliance with grant requirements.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid driver's license and be currently insured.

OTHER SKILLS AND ABILITIES

Must possess a high degree of analytical skill, knowledge of and skill in supervising a diverse group of individuals. The ability to organize broad and complex projects, knowledge and demonstrated ability in administration and demonstrated supervisory skills.

Must also have an understanding of tribal communities and good networking among Elders and other knowledgeable individuals. Experience with financial management and tracking using software such as Quickbooks.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the initial functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feet and talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk, reach with hands and arms, climb or balance, and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds,

occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

Office location – Office will be located in the OPSRC (Oklahoma Public School Resource Center) building at 309 NW 13th St #103, Oklahoma City, OK 73103

APPLICATION PROCEDURE

The application process and hiring will rely largely on digital formats. Please submit questions, a cover letter and resume to the following:

Quinton Roman Nose, Executive Director
Tribal Education Departments National Assembly
www.tedna.org

This announcement will remain open until position is filled.

INTERVIEWS

Fact to face interviews are preferred but some interviews may be conducted electronically via a webinar/webcast type of format.