



TEDNA ACE SPECIALIST COORDINATOR

APRIL 2022

Position Title: ACE Specialist

Reports To: TEDNA ACE Project Director

Approved By: TEDNA Executive Director

Open until Filled

FLSA Status: Full Time

Salary: TBA

Begins: Immediately

To apply contact:

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THE REGIONS

The TEDNA ACE Project is seeking to hire an ACE Specialist Coordinator who will work with 5 or more Ace Specialist, partnering Tribal Education Departments/Agencies and their assigned High Schools. The ACE Coordinator will initially work with two schools directly Sovereign Community Schools, Oklahoma City and Riverside Indian School, Anadarko, Ok

THE ORGANIZATION

Tribal Education Department's National Assembly (TEDNA) is a 501c3 that seeks to assemble and represent tribal sovereign nations' departments of education. Specifically, TEDNA seeks to support and encourage each nation's right to define and reach its own education goals with respect to each nation's distinct identity TEDNA accomplishes this by fostering effective relationships with government agencies, education agencies, and organizations, in addition to facilitating communication by providing current, accurate, and pertinent information to tribal citizens.

THE PROJECT

TEDNA's ACE Project is funded by a 3- to 5-year grant from the US Department of Education's Office of Indian Education The goal of TEDNA's Accessing Choices in Education (ACE) Project is to expand access to high-quality, evidence-based educational choices for Native American high school aged youth and increase parental support and family involvement.

Performance indicators :

- number of available educational options and culturally relevant options
- number of weekly meetings with specialist and number of quarterly partners meetings
- students served per option
- percentage of parents reporting that the number, variety, and quality of options meets their children's

needs

- number of requests for additional services that resulted in adding new services to the offerings
- average time to respond to requests for specific services.

THE ACE SPECIALIST COORDINATOR

The Accessing Choices in Education (ACE) Specialist Coordinator is a crucial part of our project. This person will work closely with the Senior ACE Specialists and Project Director to provide best in class Career Development Advising to high school Native learners and closely communicate with their families. The ideal candidate is an organized, natural self-starter with a strong orientation to relationship-building/partnerships, and communication. This person also has the ability to work independently from conception to completion and works well under tight timelines to handle a wide variety of activities and confidential matters with discretion. More specifically, the ACE Specialist will also work to support Tribal Education Departments, High Schools, and Native students across Oklahoma to expand access to high-quality, evidence-based educational choices while increasing parental support and family involvement. This requires a person who thrives when working in teams, is a self-starter, builds strong relationships, and achieves ambitious goals. This position requires outstanding poise, and the ability to communicate verbally and in writing to a variety of audiences including tribal leaders, legislators, stakeholders, politicians, educators, students, and community members.

Project/Grant Support (100%)

- Provide Career Development Advising to high school Native learners in Oklahoma.
- Support relationship managers between grant teams, schools and TEDs by coordinating and leading weekly Specialist virtual meetings and Quarterly Partners.
- Project management through creating strong systems and processes to meet all compliance requirements.
- Provide input on project scope, sequence, implementation and tracking plans by becoming familiar with all ACE partners to include but not limited to ACE, ICAP, Oklahoma Promise
- Support cross collaboration through planning and hosting program/team meetings throughout the year.
- Meet regularly with designated schools, specialists and TEDs to discuss grant opportunities, report progress, cultivate program relationships, and engage in on-going discovery.
- Assist with the development of a Project Student App to be used primarily with students
- Data entry understanding of the established database and ACE grant reporting minor systems

THE MUST-HAVES

Prior Experience

- Basic understanding of Oklahoma tribal sovereignty and Indian Education
- Basic knowledge of Native American tribal history and sovereignty.

Education

- At least a Bachelors degree with focus in education, social work, history, counseling, advising, or management.

Skills

- Deep commitment to TEDNAs mission.
- Ability to build deep relationships and communicate effectively across lines of difference.
- Engage in personal development around diversity, equity and inclusiveness.

- Ability to thrive in a vision-oriented and self-driven environment.
- Demonstrate exceptional professionalism, poise, and judgment at all times.
- Exceptional level of detail orientation and is able to keep track of multiple details and projects.
- Ability to use industry-standard software, programs, and applications.
- Valid Driver's License & dependable transportation.
- Ability to travel.
- Willingness to engage in Career Development Advisor certification training.