



WHITE EARTH RESERVATION

CHAIR Terrence "Terry" Tibbetts **SECRETARY-TREASURER** Leonard Alan Roy
DISTRICT I Raymond Auginaush, Sr. **DISTRICT II** Kathy Goodwin **DISTRICT III** Eugene "Umsy" Tibbetts

White Earth Reservation Tribal Council Job Announcement

Position: Education Assistant Director
Location: White Earth
Pay: 32.52/DOQ

Benefits: Full

Open: 11-12-18
Close: 11-16-18
Status: Full time

The White Earth Reservation Tribal Council is currently seeking a qualified applicant who will be responsible for assisting with the administration of tribal education programs to ensure optimum collaboration. This position is also responsible for the oversight of special assignments to increase and improve outcomes of the division, including Ojibwe language revitalization.

Position Outcomes:

- Responsible for the direct supervision of assigned Education programs to ensure program objectives are met and scope of work completed.
- Assists in the direction and oversight of the Education Division to assure all operations are functioning appropriately.
- Assists in the oversight of departmental budgets in accordance to established policies and procedures to ensure the best use of program funds.
- Creates and completes reports to comply with required agencies (internal and external).
- Coordinates projects as assigned to assist with event coordinating, budget monitoring, financial advising, and other various tasks to enhance programs and project a positive image of the White Earth Reservation and Education Division.
- Works with Education program managers and directors to build an enhanced service delivery system to promote services and communicates directly to Education Director, Education program managers and directors, and external sources to ensure program and organization is represented in a professional manner.
- Performs other duties and responsibilities as required or assigned.

Knowledge, Skills and Abilities:

- Knowledge of pre-school through post-secondary educational systems.
- Knowledge of federal and state education laws and Indian Education laws and acts.
- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Tribal Council and the White Earth Education Division.
- Knowledge of the White Earth Reservation demographics, culture, history and lifestyles.
- Knowledge of business and management principles involved in strategic planning, resource allocation, leadership techniques, and coordination of people and resources.
- Ability to write reports, business correspondence and/or procedure manuals.
- Skilled in the operation of a personal computer, including related software such as Microsoft Office (Word, Excel, PowerPoint, Outlook).

Qualifications:

- **Bachelor's degree in Education or related field and two (2) years management experience with progressive responsibility in program oversight. Or ten (10) year experience in the education field with knowledge of pre-school to K-12 systems, BIE, State and Federal policy requirements.**
- **Valid MN Driver's License and insurance for travel between sites and other related businesses.**
- **Must be able to pass a criminal background check and drug screening.**

Mail Applications to:

White Earth Reservation Business Committee
Attention: Human Resources
P.O. Box 418
White Earth, MN 56591

Download Applications at:

www.whiteearth.com