

JOB DESCRIPTION

JOB TITLE: Del Norte Indian Education Center Director
Native American Hiring Preference Applies

PAY: \$31,200-\$38480 annually FT. Benefits (Life, Medical, Disability, Vision, Dental, Retirement)

LOCATION: Crescent City, CA

JOB SUMMARY:

Under the supervision of the Northern California Indian Development Council's (NCIDC) Operations Director, the Del Norte Indian Education Center (DNIEC) Director has responsibility for the administration of the DNIEC funded by the California State Department of Education. The Director ensures that direct educational, cultural and personal development services are provided to the students and families served. The Director will recruit and assist in the selection of program participants and oversee the implementation of the goals and objectives of the center.

DUTIES: MAJOR DUTIES/FUNCTIONS/RESPONSIBILITIES

- Advocates for the unique cultural and educational needs of American Indian students in the Del Norte County area.
- Organizes and coordinates project training component, including the oversight of tutorial services for students primarily in Math and Reading.
- Provides supervision for all staff, volunteers, and program participants.
- While assuring confidentiality must maintain, evaluate, and interpret individual participant records as well as monitor other vital statistics and data affecting the needs of the student.
- Coordinates diagnostic services for special needs and coordinates with community programs for additional services.
- Assist with budget preparation, monitoring and reporting.
- Seeks in kind donation of services and assistance for the basic cultural, academic and vocational needs of students.
- Works with staff to ensure compliance with program regulations, standards, timelines and data collection requirements.
- Develop and schedule training opportunities for all staff.
- Coordinates transportation for students to the Education Center and other activities.
- Consults with parents to collect input into program operations via a Parent Advisory Committee and coordinates parent training as needed
- Coordinates with community agencies providing cultural, advocacy, academic, vocational and other services to the IEC participants.

- Develops the needed systems and procedures to assure program coordination. Implements effective referral service.
- Develops career opportunities by providing referrals to academic counseling, career interest surveys, resume writing assistance, job placement services, and other services.
- Uses computers to stimulate academic growth by having students explore creative and interactive programs for Math, Reading Test Preparation, GED and other types of training.
- Acts as liaison between Education System and larger American Indian community.
- Provides reports and documentation pertinent to the ongoing development of the program. Provides monthly activity report to Supervisor and NCIDC Council.
- Develops a plan for utilizing community resources. Works closely with other private and public agencies to meet the special needs of IEC students and families.
- Seeks out innovative approaches by coordinating with other education programs.

**DESIRED
QUALITIES:**

1. AA degree, Bachelors Degree preferred in Education, Social Service or related field.
 2. Two years of practical experience in a position, which demonstrates the required knowledge, skills, and abilities with an understanding of education programs, child development and Native American education programs.
 3. Must have working knowledge of applicable federal, state and local laws or regulations concerning Indian people.
 4. Ability to communicate effectively both orally and in writing with demonstrated ability in writing successful grants
 5. Familiarity with the cultures and traditions of the Native American tribes of Northwest California.
6. Computer literate (preferably Macintosh) including word processing and databases.

**REQUIRED
QUALIFICATIONS:**

1. California Driver's License (DMV record required)
2. Insurable driver (proof required)
3. Pass finger print and background checks
4. Negative T.B. test (proof submitted)

For more information call Andre Cramblit (707) 445-8451