



POSITION DESCRIPTION

Education Director

INFORMATION

Department:	Education
Reports to:	Chief of Operations
Location of Work:	Juneau, Alaska
Salary Grade:	DOE
Employment Category:	Full-time
Classification:	Exempt
Date:	March 9, 2017

SUMMARY/OBJECTIVE

This position is responsible for comprehensive development and management of Sealaska Heritage Institute's education programs and curriculum development projects responding to the needs of Alaskan Native students. This includes the Scholarship Program and Language Program in conformance with established policies and guidelines.

ESSENTIAL FUNCTIONS

1. Assess overall educational needs of Southeast Alaska Native students.
2. Remain current in education methods, theories and principles that promote Native students.
3. Assess and identify governmental educational policies and legislation that may hinder or improve Native education.
4. Provides leadership in development, planning, coordination with appropriate SHI departments and staff and evaluation of SHI's education programs.
5. Formulates and develops grant proposals theoretical and programmatic direction in both Educational and Language based grants.
6. Implements and coordinates curriculum development, grant requirements, and compliance with budgets.
7. Works with Scholarship Program Coordinator to assure compliance with established policies, procedures and budgets.
8. Maintains outreach with Native communities, organizations and schools and represents SHI in external education meetings.
9. Provides leadership to Language Specialists to assure projects are completed in a timely manner and to SHI's standards.
10. Supervises a staff of professional, technical and clerical personnel.
11. Assists with SHI's biannual Celebration event.

12. Performs other related duties as assigned.
13. Other duties as assigned.

COMPETENCIES

- Knowledge and experience in culture/place-based curriculum development.
- Knowledge of educational systems and requirements.
- Ability to multi-task, managing several projects at once while meeting required deadlines and project milestones.
- Demonstrated ability to provide team leadership and supervision and ongoing evaluation of staff.
- Proposal writing and grant administration experience.
- Financial management and budgeting experience.
- Ability to interpret and apply policies and standards.
- Strong organizational and planning skills.
- Demonstrated effective verbal, writing, and interpersonal communication skills.
- Extensive knowledge of the educational, social, cultural, and economic needs of Southeast Alaska Native Peoples.
- Ability to analyze and report on program effectiveness.
- Proficiency in computer applications for word-processing, spreadsheet and database software.

SUPERVISORY RESPONSIBILITY

This position will supervise the Education Department, including the Deputy Director, Program Coordinators and Education Administrative Assistant.

WORK ENVIRONMENT

This position's duties are performed at the Walter Soboleff Building. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

WORK DEMANDS

While performing the duties of this job, the employee is regularly required to verbally communicate. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, and climbing all day. The employee must frequently lift and/or move objects up to 20 pounds and occasionally lift and/or move objects up to 50 pounds.

POSITION TYPE AND EXPECTED HOURS OF WORK



This is a full-time benefited position, working 37.5 hours a week. Regular hours are Monday through Friday, 8:00am - 4:30pm.

TRAVEL

None to minimal.

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor of Arts or Science degree in education or related field.
- Two years of experience in an educational system.
- Two years of experience managing a curriculum development program or project.
- Ability to perform all facets of the position.

PREFERRED EDUCATION AND EXPERIENCE

- Master of Arts or Science degree in education or related field.
- Five years of progressively responsible administrative experience.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

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