

## Mashpee Wampanoag Tribe

Job Title: Assistant Director

Location: Mashpee Wampanoag Tribe Community and Government Center

**Reports To:** Education Department Director

**Department:** Education **Status:** Full-time, Exempt

**Salary Range:** \$63,000 - \$67,000 Annual

Deadline to Apply: Open until filled

## **SUMMARY**:

The Assistant Education Director of Education serves as primary support to the Education Director within the scope of the tribe's Education Department. The Assistant Director is responsible for working directly with Program Managers and Coordinators; providing oversight and completing reporting; and supporting program planning and implementation.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

General office tasks/administrative duties: in the absence of the Director, the Assistant Director will be responsible for supervising staff, scheduling, database input, budget oversight and records maintenance as well as, office management.
Works closely with Program Managers and Coordinators to successfully implement programs, attend required meetings, and complete reporting
Administers program grants and activities, including contracts, budgets, procurement, reporting, and other requirements in compliance with tribal and federal rules and regulations
Provides oversight to website content and application
Organizes opportunities on website and social media, ensuring information reaches tribal community in a variety of platforms.
Serves as education committee liaison in development and implementation of education programs and activities on behalf of the department and tribe
Provides guidance and direction to students at the elementary, secondary and post-secondary levels
Provides guidance and support to parents/guardians at educational TEAM meetings for special education services at all grade levels
Maintains effective communication with parents, caretakers, community members, teachers, and school support personnel on the overall development and wellbeing of tribal children
Represents tribal educational interests at school committee and other professional meetings, colleges, presentations, conferences, events, trainings

☐ Provides advocacy and research support in curriculum deve	lopment and planning		
☐ Assists with program evaluation, assessment and grant repo	rting		
☐ Assists with search for funding opportunities; assists with g	rant submissions		
☐ Communicates effectively and openly with parents and the School/community relationships and partnerships.	public; continue positive		
□ Works collaboratively with diverse groups to solve commo	n challenges.		
Experience with implementation of federal and other grant programs and budgets; familiarity with educational and developmental needs of tribal youth and young adults; understanding of post-secondary institutions, admissions/financial aid process, and ability to network and build coalitions. Experience collaborating with external agencies, and successfully organizing high-level meetings. Ability to facilitate discussions and lead meetings. Demonstrated success working with teams of Native and non-Native professionals.  PREFERRED QUALIFICATIONS:  Master's Degree in education or a related field; Extensive budget and project management experience. Familiarity with tribes, LEAs, and the State education agencies. Special Education experience; GED experience; experience working with tribal youth and tribal communities.			
COMPETENCIES:			
<ul> <li>☐ Must possess a valid driver's license and MUST pass CORI/back</li> <li>☐ Proficient in Microsoft Office (Word, Access, Excel, Publisher)</li> <li>☐ Solution-oriented, team-player; experience with data-informed d</li> <li>☐ Research experience, and understanding of quality continuous in</li> <li>☐ Experience working with research-based and evidence-based</li> <li>☐ Strong interest in working with post-secondary institutions and form</li> </ul>	and Outlook ecision-making aprovement;		
Additional Requirements:			
Must submit to and pass a comprehensive background check and drug screening.			
Preference is given to qualified Native American candidates in accordance with the Indian Preference Act of 1934 (Title 25, U.S.C., Section 472)			

Apply to:

**Human Resources** Mashpee Wampanoag Tribe 483 Great Neck Road South Mashpee, MA 02649 marita.scott@mwtribe-nsn.gov