



## ***Picayune Rancheria of the Chukchansi Indians***

49260 Chapel Hill Drive, PO Box 2226

Oakhurst, CA 93614

(559) 412-5590 – FAX (559) 400-0340

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### **POSITION DESCRIPTION – EDUCATION DIRECTOR**

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**Reports To:** Tribal Administrator

**Department:** Education

**Status:** Exempt

**Salary Range:** DOE

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#### **SUMMARY AND SCOPE:**

Under the direction of the Tribal Administrator, the Education Director will develop programs and services designed to meet the educational needs of tribal parents and children. This position will build relationships with K-12 administrators and faculty, as well as university faculty. Identifying resources and learning opportunities for learning enrichment, supervise staff, act as a liaison with the local school districts, create and assist with pre-K-12 staff development; overall responsibility for data collection and analysis; work with existing parent programs to promote family literacy and college attainment, public awareness, and workshops. Establish an annual calendar and programs conducive to the needs of the tribal families.

#### **PRIMARY RESPONSIBILITIES:**

- Establishes, administers & improves education programs tailored to meet the needs of the Picayune Rancheria Tribal Membership to serve a wide range of educational needs including Preschool, K-12, University, extra-curricular, adult re-entry, etc.
- Network and establish business partnerships with federal, state & local institutions for enhanced education services.
- Establish & oversee in-house training programs and workshops (i.e., computer applications training, tutoring, and career counseling).
- Grant writing, maintain and improve funding of programs; write timely narratives, statistical and financial reports for each of the grant programs; written/oral reports to the Tribal Administrator, Tribal Council, as requested.
- Research grant funding availability and assist in the development of the grant writing process.
- Monitor, direct and supervise Education staff as required.
- Develop a positive working relationship with schools, colleges, universities, technical schools, federal, state, and local agencies, community service organizations, and Tribes to enhance educational opportunities for our students.
- Participate in planning and budget implementation.
- Research and implement the accreditation process for Pre-School when funded.
- Grow the program to include after-school care and eventual K-3 charter school when funded.
- Research, recommend, and implement a plan to include the enhanced programs and services for the

Tribal youth, including enhancing the Youth Council.

- Perform duties assigned to any of the education grants covered by this position and/or Tribal requirements.
- Perform other duties assigned.

### **MINIMUM QUALIFICATIONS:**

- Bachelor of Arts in Education, Administration, or a related field required.
- Minimum five (5) years education administration required with minimum three (3) years in a supervisory capacity.
- Successful experience in administration, budgeting, and planning in higher education.
- Professional level verbal and written communication skills.
- Must have demonstrated grant-writing and reporting.
- Enhanced Advocacy skills to assist Tribal families with the school district processes and/or IEP process.
- Current TB test and Live Scan as required by Madera, Fresno, Mariposa County, and school districts.
- Must have California teaching credential to cover tutoring and teaching if required.
- Knowledge of Tribal Government and federal programs available to Indian Tribes.
- Valid driver's license required and must be insurable under the Tribe's insurance policy.
- A clear pre-employment drug screen and background check with fingerprint clearance.

### **PREFERRED QUALIFICATIONS:**

- Master's Degree in Education, Administration, or a closely related field.
- Teaching certification and 3 years of previous teaching experience.

### **APPLICATION PROCESS:**

If you are interested in this position, please submit the following:

- Completed Application
  - Cover Letter and Resume
  - Documentation of completion of Education
  - If claiming Tribal Preference, please provide proof of Tribal Identification
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- All requested information must be submitted to the Human Resources office by 5:00PM on the closing date. Incomplete applications or failure to submit the requested information will result in the disqualification of your application.
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- Submit To: PRCI Human Resources P.O. Box 2226 Oakhurst CA, 93644. You may also submit your application and all supporting documents via email: [jobs@chukchansi-nsn.gov](mailto:jobs@chukchansi-nsn.gov)

**PRCI TRIBAL PREFERENCE:**

In accordance with applicable Tribal Law, and Title VII of the 1964 Civil Rights Act, the PRCI Administration shall give preference in hiring, promotion, transfer, and lay-off to enrolled members of the Picayune Rancheria of Chukchansi Indians. To qualify for this preference, applicants must submit verification of enrollment in the Tribe. Preference means that Tribal Members who meet the minimum qualifications set forth in the job announcement and position description shall be hired before better qualified non-Tribal Members.

**INDIAN PREFERENCE STATEMENT:**

Under CFR 25, Part 276 and by Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies provided to qualified PRCI Tribal Members and/or other American Indian/Alaska Native Candidates.

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(Employee Signature)

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(Date)

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(Human Resources Signature)

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(Date)