
LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

HUMAN RESOURCES

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POSTED: October 21st, 2025

DEADLINE: November 4th, 2025

JOB DESCRIPTION

POSITION: Education Director/Chief Education Officer

DEPARTMENT: Education

REPORTS TO: Tribal Chairman

LOCATION: Lac Vieux Desert Reservation

EMPLOYMENT: Full Time

SALARY/PAY RATE: \$68,000 - \$85,000

DESCRIPTION:

The Education Director/Chief Education Officer (the “CEO”) is a high-level position that will develop, implement and oversee the Tribe’s vision of a Consolidated Tribal Education Department that includes the components of Higher Education, Career Technical Education, the Boys and Girls Club, HeadStart, Community Education and Community Child Care. The CEO is responsible for developing, planning and ensuring the implementation of a broad range of both Educational and Boys and Girls Club programs and activities such as leadership development, education and career development, health and life skills, arts and crafts, sports, fitness and recreation. The CEO will also identify grant opportunities, prepare grant applications, secure grant funding and be responsible for the management of all approved/awarded grants within the Consolidated Tribal Education Department. The CEO will also work cooperatively with all school districts in the development of in-school programs K-12 and be the primary point of contact between the schools, students and parents/guardians on behalf of the Tribe.

RESPONSIBILITIES:

- Responsible for the preparation, monitoring, and the continuation of the Higher Education, Adult Vocational Training, Youth Work Learn, Vocational Training, and Johnson O'Malley Program grant funding.
- Direct and manage all areas of the Consolidated Tribal Education Department including planning, organizing, and implementing programs, activities and safety compliance.
- Provide entry, destination, and follow-up counseling services to Lac Vieux Desert students in Higher Education or AVT Program who seek career advancement.
- Assist student/client in completing the required applications.
- Assist students with special problems concerning their education or vocational training K-12.
- Serve as an advocate for Indian student's interests within the various institutions.
- Assist students in job placement efforts upon program completion.
- Work directly with the LVD Indian Education Committee regarding their participation in planning, development, implementation, and evaluation of Consolidated Tribal Education Department programs and services.
- Interpret the various Federal, State and Tribal laws and regulations pertaining to education and the implementation of Education programs and services in the LVD community.
- Work in conjunction with Consolidated Education Department Coordinators (as applicable) and Boys and Girls Club Site Manager in the evaluation, selection and integration of curricula and learning materials to support the Lac Vieux Desert community in their educational endeavors.
- Develop, review, and implement policies and procedures relating to education programs adopted by the Lac Vieux Desert Tribal Leadership.
- Develop rapport with various administrators, counselors, admissions personnel, placement officers, etc.
- Keep abreast of current events and trends in education by attending conferences and workshops on local, state, and national levels.
- Prepare and maintain all required reports, records, files, etc.
- Establish and maintain a working relationship between business and school communities.
- Work cooperatively with School District staff in the development of school programs K-12 through attendance at School Board Meetings and other Intermediate School District events.
- Work with the Treasurer to maintain accurate financial reports and manage fiscal responsibilities.
- Work in conjunction with the Boys and Girls Club Site Manager in the oversight, management and direction of the daily operations of the Boys and Girls Club for developing, planning and ensuring the implementation of a broad range of Boys and Girls Club programs and activities

- Guides, supports, and serves the Board of Directors/Tribal Council in the creation of goals, development of policies and procedures, and ensuring operational standards and goals are met.
- Develops and supports education related activities in the Tribal community and surrounding communities.
- Ensure development, implementation and monitoring of the Boys and Girls Club's annual budget in collaboration with financial/accounting staff.
- Implement administrative and operational systems to support effective operations.
- Ensure productive and effective staff performance, providing guidance, feedback and opportunities for professional development.
- Ensure the maintenance of Education and Boys and Girls Club technology and information management systems.
- Collect data for grants and complete grant reporting in a timely manner.
- Ability or willingness to learn grant writing for the Boys and Girls Club and Consolidated Education Department programs and services.
- Work with the Consolidated Education Department Coordinators and Boys and Girls Club Site Manager to conduct preliminary investigations and follow up on all incident/accident reports.
- Will ensure the safety of students, visitors, Boys and Girls Club members and staff at all times.
- As an advocate for all children, this position requires mandatory reporting. The CEO must report any known or suspected cases of abuse or neglect.
- Ensure all youth are treated in a fair and consistent manner.
- Communication with IEP School Counselors and/or parents to ensure working strategies for special needs students.
- Ability to effectively communicate and be a primary point of contact between schools and parents/guardians.
- Upholds confidentiality at all times and ensures all parties in the Department are protecting youth information.
- Enforce all rules, regulations, policies and procedures set by the Boys and Girls Club, the Tribe and any applicable state or federal regulations.
- Supervise and work with Education Department Coordinators and Boys and Girls Club Site Manager to develop and implement training of all staff and volunteers.
- Must be able to confidently work with a variety of departments and managers while keeping a composed demeanor and open-door policy.
- Must demonstrate a high-level of support service to all youth, staff and parents/guardians.
- Develops and supports activities in the Tribal community and surrounding areas.
- Works with Site Manager and other Education Department Coordinators to develop and manage budgets and fundraisers.
- Collect data and apply for all applicable grants, manages funds and completes grant reporting deadlines for all aspects of the Consolidated Education Department.
- Ensures all Educational programs are consistently in compliance with the guidelines set forth by grant requirements and any other mandated policies.
- Guides, supports and serves the Boys and Girls Club Board of Directors/Tribal Council in the creation of goals, development of policies and procedures and ensures operational standards are met.

- Reports monthly to the Boys and Girls Club Board of Directors/Tribal Council.
- Responsible to complete all other duties or special projects as assigned and not detailed in this job description as provided by the Boys and Girls Club Board of Directors and Tribal Chairman.

ESSENTIAL FUNCTIONS OF THE JOB:

- Demonstrate excellent interpersonal skills.
- Excellent leadership skills.
- Ability to work flexible hours.
- Ability to motivate and manage people to their fullest potential.
- Strong organizational skills.
- Excellent communication and presentation skills.
- Promotes healthy living by being a positive role model.

STRATEGY AND PLANNING:

- Takes a leadership role in driving a collaborative process with the Education Committee School Boards, staff and members that would result in the development of goals, objectives, and operational plans for the organization.
- Oversees preparation of the annual budget and other necessary financial documents. Provides information and justifications for the Education committee, administration and council in its budgetary review and approval process.

ORGANIZATIONAL MANAGEMENT:

- Leads, motivates, and develops staff and board so that they are passionate about what the Education department has achieved and are committed to working effectively toward continual improvement.
- Ensures that the organization has the appropriate systems, physical space, and technology to operate efficiently and effectively.

MINIMUM QUALIFICATIONS:

- Associates Degree in Child Development, Education, Physical Education or (5) years of work related experience. *A combination of experience and education will be considered.*

- Minimum of two years of experience working directly with youth.
- Minimum of two years of supervisory experience.
- Knowledge in grant writing, preparing grant applications, securing grants of all types and managing grant funding.
- Must demonstrate knowledge and understanding of State, Federal, and Tribal regulations for educational programs as they relate to the Lac Vieux Desert Indian people.
- Must be dedicated to the educational advancement of the Lac Vieux Desert community.
- Must possess a valid driver's license, vehicle, and liability insurance.
- Must pass drug screen and background check.
- Leadership skills including establishing direction, negotiation, problem solving, and confidence in decision making.
- Strong communication skills, both oral and written.
- Strong understanding of youth developmental needs of children (5-18 years of age).
- Must be willing to work evenings, weekends, holidays, and overtime when required.
- Required to possess and maintain a valid Driver's License.
- Must be willing and able to pass all background checks and any other pre-employment screenings.
- Must attend annual Mandated Reporter training.
- Must attend all required professional training sessions. Some of these training sessions will require travel.
- Leadership skills including establishing direction, negotiation, problem solving, and confidence in decision making.
- Strong communication skills, both oral and written.
- Strong understanding of youth developmental needs of children (5-18 years of age).

PREFERRED QUALIFICATIONS:

- Bachelor's degree in education, Social Science, or Administration, or commensurate education experience.
- Five years' experience in related areas of education administration preferred.
- Working with children in a Native American Community
- Bachelor's Degree in Child Development, Education, or Physical Education.
- Master's Degree in Child Development, Education, Social Work or a similar field.
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The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.

Date Approved by the Tribal Council: 11/25/2024

Lac Vieux Desert Band of Lake Superior Chippewa Indians
Human Resources Department
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Sign _____ **Date** _____