

- 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 JOM programs and in school programming K-12.
- Interpret the various Federal laws and regulations pertaining to education to the community.
- Develop, review and implement policies and procedures relating to education programs adopted by the Lac Vieux Desert Tribal Council.
- 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 in school programs K-12.
- Work with the tribal administrator to manage fiscal responsibilities.
- Work with the Treasurer to maintain accurate financial reports.

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.

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 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:

- One (1) year work experience in education or administration.
- 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.

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.

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: