



# Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

## Human Resources Department

P.O. Box 279 • La Push, WA • 98350

(360) 374-6163 / 4367 / 2175 • Fax (360) 374-4368



# Quileute Tribe Job Description

## Education Director

Position: **EDUCATION DIRECTOR**  
Supervisor: General Manager  
Location: Tribal Administration  
Work Info: 40Hrs/Wk; 8am – 4pm; M-F  
Salary: DOQ/E  
Open: **Open Until Filled**

### **RESPONSIBILITIES:**

The primary function of the Quileute Education Director is to provide administrative oversight and management to the Tribe's education programs, including leadership committed to coordination and alignment of all early childhood programs. The Education Director is responsible for early childhood education program development and planning, annual operating budget preparation, contract and grant development, negotiations, implementation, monitoring and reporting.

This position will oversee the Higher Education, Head Start, Child Care Development Fund, operation of the licensed Child Care center, CACFP Food Reimbursement program, B-3 and 3-5 Child Find intervention and referral services through the BIE, application and development of additional early learning programs and funding opportunities, such as Early Head Start, Maternal/Infant Home Visiting programs, State funded early intervention services, and ECEAP slots.

### **DUTIES AND RESPONSIBILITIES:**

- To administratively manage all Quileute Tribal Education programs in compliance with State and Federal funding sources, as directed by the Quileute Tribal Council
- To uphold, implement, and adhere to Quileute Tribal Policies, Laws, and Regulations as approved by the Quileute Tribal Council
- Responsible to provide ongoing supervision of Quileute Tribal Education Program staff, including leadership towards program alignment and seamless Early Childhood services for children and families
- As part of applicable self-assessments and program assessment, annually review education programs, including Head Start, CCDF, CACFP, and B-5 Program Policies and Procedures and make relevant recommendations to the Policy Council and Quileute Tribal Council for needed changes
- Prepare all necessary annual operating program budgets
- Prepare and submit annual, quarterly, and monthly programmatic and grant reports to granting agencies, Tribal administration and the General Council
- Enhance current Tribal Education Programs thru increased funding, educational opportunities, and program development.
- Responsible for the development and implementation of program policies and procedures.

- Ensure equal access to Tribal, County, State and Federal education programs for Quileute Tribal members and the Quileute Tribal community.
- Work closely with Tribal and local school district to enhance or expand services
- Work closely with community, state and private colleges to enhance or expand services
- At the request of the Quileute Tribal Council or Tribal Administrator, represent the Quileute Tribe at meetings, conferences, community gatherings and other occasions deemed appropriate.

### **QUALIFICATIONS:**

- Minimum of a Bachelor's Degree in Education or related field.
- Five years recent working experience administrating education or early childhood programs in a Tribal community.
- Must possess a valid Washington State Driver's License
- Must complete 30 hours Basic STARS course and 10 STARS hours of continuing education Annually
- Must possess a Food Handler's permit
- Must obtain CPR/First Aid and Bloodborne pathogen training and keep current
- Must have initial TB test

### **PREFERRED EXPERIENCE:**

- Working history of grant/contract writing, negotiating, and implementation,
- Experience completing monitoring and reporting tasks for granting agencies.
- Excellent understanding of Tribal Sovereignty, Government to Government relationships and PL 280.
- Demonstrated experience in education and early childhood program planning and development include long- and short-term strategic planning
- Recent working history of preparing annual operating budgets for individual programs as well as presentation to Tribal Council or a Board of Directors.
- Possess excellent communication and organizational skills.
- Experience working with education systems including early intervention or special education programs
- Demonstrate experience working with County, State, and Federal agencies for the purpose of advancing Tribal education or early childhood/family services.
- Possess a good understanding of the Head Start Act, IDEA and Child Find requirements, the CCDF Final Rule, Early Achiever's guidelines, and Department of Children, Youth and Families licensing requirements for Child Care Centers.
- Ability to explain complicated information in lay terms.
- Ability to foster and increase staff educational and learning that will enhance professional development.

## **SPECIAL CERTIFICATIONS REQUIRED:**

Special Requirements: Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, Drug and Alcohol screen test and reference check.

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

HOW TO APPLY: Please submit a resume, cover letter and the Quileute Tribe application to the address listed below. Incomplete applications will not be considered.

Applications can be obtained at [www.quileutenation.org/job-openings/](http://www.quileutenation.org/job-openings/)

The Quileute Tribe  
Human Resources Department  
P.O. Box 279  
La Push, Washington 98350  
[hr@quileutenation.org](mailto:hr@quileutenation.org)