



**Quileute Tribal Council**

• QUILEUTE INDIAN TRIBE •

**Human Resources Department**

P.O. Box 279 • La Push, WA • 98350

(360) 374-4367 | 4366 | 2175 | 6561 • Fax (360) 374-4368



# Quileute Tribe Job Description

## Education Director

**HOW TO APPLY:** Send Application Package to the address listed below.

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

Via email: [hr@quileutenation.org](mailto:hr@quileutenation.org)

-OR-

**The Quileute Tribe  
Human Resources Department  
P.O. Box 279  
La Push, Washington 98350**

**Ensure your Application contains:**

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

***NOTE: Incomplete applications will not be considered.***

Position: **Education Director**  
Supervisor: General Manager  
Location: Tribal Administration/Early Childhood Education  
Work Info: Full Time: 40 Hrs/Week (M-F)  
Salary: DOQ/E

**POSITION SUMMARY:**

The primary function of the Quileute Education Director is to provide administrative oversight, management, and advocate for the Tribe's education programs and Tribal member education needs. Including leadership committed to the coordination and alignment of all early childhood education (ECE) programs, transitions between ECE to school aged and school aged to post-secondary education including higher education and vocational. The Education Director is responsible for ECE program development, planning, annual operating budget preparation, contract and grant development, negotiations, supervision of grant implementation, monitoring, and reporting.

This position will manage the Education Department and Higher Education, and Child Care Development Fund, operation of the licensed Child Care Center. Will supervise directors and managers of Head Start, Child Care, CACFP food reimbursement program, and part B & C early intervention referral and services. Additional duties include evaluation and development of education programs and funding opportunities such as Early Head Start, Home Visiting, post-secondary pathways, and Career Technical Education. This position may be asked to serve on education committees and boards that will benefit the Quileute Tribe such as Indian Policy Early Learning Committee, Tribal Leaders Congress on Education, WA State Association of Head Start & ECEAP as approved by Quileute Tribal Council.

**ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:**

- Administrate and manage all Quileute Tribal Education programs in compliance with State and Federal laws and grant requirements, as directed by the Quileute Tribal Council
- 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 for seamless education services for children and families
- As part of applicable self-assessments and program assessments, annually review education programs, including Head Start, CCDF, CACFP program policies and procedures. Make recommendations to Head Start 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 General Council
- Enhance current Tribal Education Programs through increased funding, educational opportunities, and program development

Approved by Motion ##### on [Date]

- Responsible for the development and implementation of education department program policies and procedures. Support and supervise the development and implementation of Head Start program policies.
- 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 districts for seamless services to enhance and expand services. Advocate on behalf of the Quileute Tribe sovereignty rights in education.
- 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

### **SKILLS, KNOWLEDGE AND ABILITIES**

- Working history of grant/contract writing, negotiating and implementation
- Experience completing, monitoring, and reporting grant requirements and deliverables
- Excellent understanding of Tribal Sovereignty, Government to Government relationships and PL 280
- Demonstrate experience in education and early childhood education program planning and development including long and short-term strategic planning
- Recent working history of preparing annual budgets and presentation of annual budgets to Tribal Council or a Board of Directors
- Possess excellent organizational skills and rigorous oral and written communication 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, early childhood education, and family services
- Possess a good understanding of the Head Start Act, Head Start Performance Standards, IDEA, and Child Find requirements, the CCDF Final Rule, Early Achiever's guidelines, Washington State Administrative Code and the Department of Children, Youth, and Families licensing requirements for childcare centers
- Ability to explain academic and technical information in lay terms
- Ability to foster and support staff educations and learning for professional development

### **WORK ENVIRONMENT:**

- Working in an office environment
- Site visits to early childhood education
- Occasional travel as needed

### **PHYSICAL DEMANDS:**

- Ability to lift, carry, push, pull or otherwise move objects up to 40 lbs.

## **SUPERVISORY RESPONSIBILITY:**

- Yes

## **QUALIFICATIONS:**

### **Required Qualifications:**

- Minimum of a bachelor's degree in Education Administration or related field
- Five years recent working experience in education administration or early childhood education administration 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 or equivalent
- Must possess a Food Handler's permit if handling food
- Must obtain CPR/First Aid and bloodborne pathogen training and keep current
- Must have initial TB test

### **Preferred Qualifications:**

- Master's or higher graduate degree in Education Administration or related field
- Expertise and experience in Tribal communities supporting culturally relevant and culturally responsive programs and services
- Experience in post-secondary student success administration and support services

## **GENERAL INFORMATION:**

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.

**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 screening and reference check.

**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.

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