



# Eastern Band of Cherokee Indians

## Job Description

<b>Position ID Number:</b>	531-1300-001	<b>Last Revised:</b>	06/14/2013
<b>Position Title:</b>	Director of Youth & Adult Education	<b>Department:</b>	Education and Training
<b>Reports to:</b>	Deputy Administrative Officer, CERS Division	<b>Division:</b>	Community, Education & Recreation Services

**Primary Function:** The primary function of this position is the oversight and management of all activities within the Youth and Adult Education section of the division, which includes, but is not exclusive to: the Kituwah Preservation and Education Program (KPEP), New Kituwah Academy (NKA), Cooperative Extension, Public Libraries, Graham County Indian Education, and the Tribal Child Care Services programs. The incumbent is responsible for the overall operation of the assigned area including services, staffing, budgeting, and reporting. The incumbent is also responsible for compliance with applicable Head Start and New Kituwah Academy performance standards (ages zero to school age), federal, state, funding or other agency requirements and regulations. The incumbent has responsibility for the fiscal, administrative, and operational functions in the delivery of early childhood developmental and health services to children and parents. The incumbent is responsible for ensuring all activities relating to the Youth and Adult Education section are accomplished in such a way that the goals, programs, and policies of the EBCI are implemented. This work is frequently done in consultation with the Deputy Administrative Officer.

- Job Duties and Responsibilities:**
- Responsible for Financial Accountability for the KPEP, Cooperative Extension, Public Libraries, Graham County Indian Education, Education and Training, and the Tribal Child Care Services programs.
  - Responsible for managing each respective program within budgeted resources.
  - Assists EBCI with development and planning and strategic plans.
  - Responsible for periodic grant evaluation.
  - Performs research, reviews financial impact of Education programs and policies reviews legal impacts of Education programs and policies and procedures with the Deputy Administrative Officer, and reviews operational impact of Education programs and policies and procedures with program directors/ managers.
  - Meets with the Deputy Administrative Officer seeking information, definition, objectives, and guidance on priorities, timetables, etc., of proposed projects and program updates.
  - Makes work assignments for staff and Education program directors/ managers when the Deputy implements changes or new programs.
  - Performs research on and submits proposals relating to changes in policies, proposed solutions to problems and new program initiatives; reviews major activities of all departments and ensures that activities are consistent with the policies and objectives of the EBCI and Community Education and Recreation Services (CERS) Division.
  - Delegates authority to program directors/managers relating to purchasing, records, assessment, collections, and management information systems.
  - Consults with the program directors/ managers to create goals, timetables, reporting procedures, and resource allocation.
  - Reviews changes in staffing, organization, planning, goals, and major acquisitions of

equipment, new systems, etc., with program directors/managers.

- Conducts interviews, hires, supervises trains, evaluate performance, applies progressive discipline, and approves merit increases, vacation schedules, etc., of subordinate staff.
- Reviews staffing performance in each respective program; keeps Deputy informed of all goals, progress and problems; meets with appropriate program director/manager to address problems and to develop plans of action; consults with Employment Manager prior to the implementation of goals and objectives; reviews goal attainment and required corrective action with the Employment Manager.
- Performs any additional functions as delegated by the Deputy Administrative Officer.

**Education  
/Experience:**

A BS/BA degree in Early Childhood Education, Business Administration, Education Administration, Counseling, or related field is required; with a minimum of five years experience in program management and three years of supervisory experience are required. One year in the position would be required to become proficient in most phases of the job. Must complete CPR and First Aid training.

**Job Knowledge:**

Must have thorough knowledge of the administrative responsibilities in regard to the operation of early childhood care facilities. Must be knowledgeable of specified Tribal Council resolutions, tribal personnel policy, Cherokee Education Guidelines, code of Federal Register, for BIA, WIA, NEW, contracts, etc. Must be able to interpret rules and regulations of federal and state agencies and their programs. Familiarity with education and human service issues and coordination with other federal and tribal education related programs are required. Knowledge of functions, responsibilities, policies, and goals of the CERS Division and programs. Knowledge of purchasing, records, assessment, collections, and management information systems to supervise the activities of the department and their policies, procedures, organization, and performance standards. Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business and local communities. Ability to write reports, speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to Executive Committee, Tribal Council, top management, public groups, and /or boards of directors. Ability to apply principles and logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with a variety of abstract and concrete variables.

**Complexity of  
Duties:**

This position requires a high level of knowledge and skills. Managerial and administrative skills are required due to the program work requirements to operate the program on a day-to-day continuum and provide interaction with other Tribal Programs and federal and state agencies. Tribal and Federal Agencies regarding work progress and milestones require formal reports. People skills are required to effectively supervise staff members to achieve program goals. Annual and project oriented budgets with attendant justifications have to be compiled by the incumbent while communicating with a myriad of entities on a professional and technical level, The Director must be versed in a broad range of related media programs as well as other programs. The technical level of expertise required is beyond that required by most professional and Tribal Offices. A working knowledge of computer operating logic and specific software manipulation is used on a daily basis.

**Contact with  
Others:**

The incumbent must communicate on a daily basis with the Deputy Administrative Officer and other pertinent Tribal divisions and programs. Frequent contacts related to the implementation of various media programs, and especially grant programs, are required to ensure proper program directions for completion of goals and objectives. Contacts with other organizations including state, federal and local educational and recreational programs are required. This incumbent must be comfortable with both oral and visual presentations necessary to

communicate program specific information to a wide variety of individuals and organizations. Incumbent must ensure fairness and equality when dealing with all levels of employees, vendors, and community members.

<b>Confidential Data:</b>	The incumbent is responsible for highly confidential material including personnel records, government reports, financial information, medical records, juvenile information and more. The incumbent has access to all program memorandums, grant agreements, and other tribal correspondence considered confidential. A high degree of discretion must be used when considering what information should be shared. Must adhere to tribal confidentiality policies while performing job duties.
<b>Mental /Visual /Physical Effort:</b>	Concentration varies from high to intense depending on the task. While performing job duties, the employee is routinely required to walk, sit, stand, climb, bend, crawl, reach with both hands and arms, speak and hear. The incumbent is required to perform physical activities associated with this position with a high majority of time spent at a computer terminal. Some time outdoors will be required to gather data, visit work sites and other related media sites with contractors, vendors and staff.
<b>Environment:</b>	Most work activities are performed in a standard size office with technologically advanced equipment including computer terminals, modems, etc. The physical risks to performance in this position are standard risks associated with extended time spent at computer terminals. Approximately 5% of the work activities will be performed outdoors. Outdoor physical risks include sprains, strains, insect and animal bites, etc.
<b>Extent of Supervision:</b>	Supervision consists of duties including budget, personnel issues, program goals and objectives, and more. The incumbent establishes guidelines by translating the goals and strategies of a project into meaningful work assignments for all aspects of project development. The incumbent is considered a professional employee with judgment skills and knowledge necessary to apply established guidelines in the most effective and efficient manner benefiting the project circumstances. The incumbent may change guidelines with new project assignment to insure the most effective procedures for accomplishing objectives; this change may include staff assignments, outside work relationships with agencies and individuals, and resource allocation and utilization.
<b>Scope of Supervision:</b>	The Director is responsible for the direct supervision of the KPEP, NKA, the Education and Training Manager, GCIE Manager, Library Manager, Snowbird Library Manager, Cooperative Director, and the Director of Child Care. The Director is responsible for the indirect supervision of additional program directors/ managers and staff employees and provides meaningful work assignments as required for project completion and program development. The incumbent may recommend to the Deputy Administrative Officer the employment, promotion, demotion, transfer and discharge of all positions within this division.
<b>Supervision Received:</b>	The incumbent is accountable to the Deputy Administrative Officer. The incumbent provides the Deputy with information and communication to keep the Deputy well informed. The incumbent will be evaluated/reviewed by the Deputy Administrative Officer based on established performance objectives, performance standards, and by evaluating performance on a periodic basis.
<b>Responsibility for Accuracy:</b>	The effect of the work required in this position is reflected in the physical and infrastructure development of the EBCI and the Tribe in the areas of culture/heritage, education/health, and the general quality of education and life for reservation residents. An extremely high level of accuracy is required when performing oversight and evaluating and analyzing information

including financial data, and completing paperwork. Incorrect procedures could have significant implications with more serious failures compromising resource integrity, grant awards and in some cases employee safety.