



# Eastern Band of Cherokee Indians

## Job Description

<b>Position ID Number:</b>	531-1400-001	<b>Last Revised:</b>	06/14/2013
<b>Position Title:</b>	Education and Training Manager	<b>Department:</b>	Education and Training
<b>Reports to:</b>	Director of Youth & Adult Education	<b>Division:</b>	Community, Education & Recreation Services

**Primary Function:** Plans, directs, and oversees comprehensive educational and training programs to meet the needs of students, youth and adult participants and enhance the education and employment opportunities of EBCI. Duties are performed in the most efficient and cost effective manner possible. Oversees and directs the total operations of the Education and Training Program. Provide oversight of computer distribution. Provides oversight of Summer Youth College Experience. Collaborates with colleges and universities to develop MOUs.

**Job Duties and Responsibilities:**

- Plans, develops, coordinates, and directs the overall operations of the Education and Training Department and related programs according to established EBCI goals, objectives, policies, and procedures.
- Directs the overall operations of WIA, NEW, BIA, Tribal Summer Youth, and related Educational and Employment programs. Summer program oversight and implementation includes: recruit high school students to program, arrange college visits, test preparation through Kaplan, negotiate contracts for transportation and lodging, supervise 20 youth employees for a period of six to seven weeks, and assist in development of school visit agendas.
- Provides direction to subordinates and gives approval to carry out various plans and programs consistent with established goals, objectives, and policies.
- Formulates policies, objectives, and goals for the effective operation of the Education and Training and submits recommendations to the Director for review/approvals.
- Reviews operation results and initiates and implements program modifications as needed to ensure programs and activities meet the needs of participants.
- Develops and administers departmental policies, rules, regulations, and maintains an effective department through the selection, training, motivation, and counseling of subordinates.
- Works in conjunction with Fiscal Supervisor to develop department budget, makes recommendations for program expansion and modifications, and oversees expenditures.
- Prepares annual budgets for assigned programs with appropriate line items necessary to operate each program and makes necessary adjustments upon the authorized documentation of BIA and DOL.
- Responds to unusual customer situations and represents the Education and Training Program on policy and procedure matters as necessary.
- Ensures that departmental personnel maintains contacts with Community Colleges, Universities, ESC offices, DSS, Housing programs and other WIA Programs to provide the most complete services available for participants, clients and students and serves as Manager for the EBCI One Stop Program.
- Advises and directs subordinate supervisors in solving problems, reviewing work, training, etc. and provides consultation on specific programs/activities.
- Oversees the reporting/documentation of department operations and activities; prepares special reports, as required.
- Ensures department personnel and activities are in compliance with all applicable local; state;

and federal guidelines, ordinances, and regulations such as DOL, BIA, HHS and IHHS.

- Responds to client situations or complaints; represents the department's position and tribal policies and procedures.
- Maintains a positive program reputation by responding to comments and concerns and represents the Education and Training Program position on policies and issues.
- Serves as spokesperson for the Education and Training Program to media and general public on programs, events, and activities.
- Develops short and long range goals for the department.
- Writes and submits grants for the development and expansion of the educational, employment, and training programs.
- Makes presentations and represents the department and EBCI in various professional organizations, boards, committees, schools, civic organizations, seminars, and meetings to promote the interests of the EBCI Education and Training programs to increase public endorsement, awareness to keep informed and current (overnight travel is required).
- Oversees departmental contracts, agreements, and commitments with other entities (i.e. MOUs) and secures appropriate approvals.
- Serves as liaison with other departments, schools, and agencies to promote the Education and Training goals, objectives, and planned activities.
- Keeps Director and Cherokee Education Committee informed of departmental operations, activities, and unusual situations with appropriate communications.
- Receives and reviews recommendations on student/participant/staff applications and makes approvals on participant selection.
- Approves purchase order expenditures to ensure appropriate documentation is attached.
- Directs and advises subordinate supervisors in providing guidance and counseling to students/adults and assists in developing appropriate support systems.
- Serves on special project committees as directed by the Director, Deputy, or the Principal Chief.
- Meets with various college/university financial departments to establish a working relationship in ways to better serve our students.
- Develops, negotiates, and implements MOUs with schools that demonstrate a special interest in Cherokee students. These negotiations can provide: tuition cost reductions, special consideration for entrance to the school, special assistance for Cherokee students, points of contact for networking and problem solving, and require more supportive role from school administration.
- Performs all duties according to established safety guidelines and tribal policy.
- Performs other duties as requested by Director.

**Education  
/Experience:**

A bachelors degree in Education Administration, Counseling, Business Administration, or related field is required. Five years experience in a supervisory or management position required. One to two years working knowledge is necessary to become proficient in most phases of the job. Must have valid NC Drivers License.

**Job Knowledge:**

Must have the ability to plan, organize, and direct the programs, operations, and activities of the Education and Training Programs. Requires a thorough knowledge of the policies, procedures, goals, and objectives of the department and its programs. Must be knowledgeable of specified Tribal Council resolutions, personnel policy, organizational structure, Cherokee Education Guidelines, code of Federal Register, for BIA, WIA, NEW, contracts, etc. Must have administrative and management skills. Requires an understanding of the principles of budgeting, long range planning, and preparation of funding grants. Must have the ability to communicate effectively both in writing and verbally, including speaking in public. Requires the ability to establish and

maintain effective working relationships with coworkers, the educational and business community, and the general public; and to maintain a positive public image for EBCI and the department. Requires the ability to compile data and prepare specified reports, recaps, and summaries. Needs to have comprehensive working knowledge of two and four year schools. Needs to be versed in accreditation differences and their implications. Needs to have working knowledge of college / FAFSA student financial aid, college admission / application processes, and housing/ meal programs.

**Complexity of Duties:**

Follows established procedures and guidelines in the performance of duties. Deals with tasks which are complex and varied, ranging from routine operations to planning, analysis of circumstances, and problem solving which requires original and independent thinking, judgment, and initiative. Must be able to multi-task, defuse heated discussions, and explain policies and procedures in detail to politicians, students, and parents. Has fiduciary responsibilities for tribal resources, equipment, and advancement of program.

**Contact with Others:**

Has a frequent contact with coworkers, professionals, customers, Tribal Council, Casino reps, Executive Committee, and Education Committee in the exchange of information and technical discussions. Contacts with the public require the use of good human relation skills. Must represent the department to the general public, schools, organizations, agencies, etc.; where tact, courtesy, and professional decorum are required. Responsible for ensuring all contacts are managed in a positive manner.

**Confidential Data:**

Has access to personnel files, participant/student applications or files, personnel files, payroll, budget information, and management discussions which should be kept confidential. Must adhere to all tribal confidentiality policies and procedures.

**Mental /Visual /Physical Effort:**

Normal mental activity is required with close mental concentration necessary while solving problems and coordinating department activities. Close attention to detail and concentration are required while evaluating situations, planning and solving problems. Must give attention to more than one situation at a time and is subject to frequent interruptions by phone and in person, which require varied responses with each contact. Mental concentration varies with duties. Planning, problem solving, and managing programs require the most attention to detail and mental effort. Physical effort required includes walking, sitting, reaching, bending, and light lifting. Must have manual dexterity, visual acuity, good eye/hand/foot coordination, be able to speak and hear.

**Environment:**

Performs administrative duties in an office setting with occasional visits to other tribal work sites, community colleges, universities, Social Service Depts., elementary and high schools, etc. Presentation and requests to Tribal Council will be necessary. Usually disagreeable conditions can be avoided or would be short in duration.

**Extent of Supervision:**

This position has overall management and supervisory responsibility for the Education and Training Department and its various programs, activities, and personnel. Duties include preparation and administration of budgets; selection, motivation, evaluation, training, and termination of employees; and requires the establishment of long range goals and objectives.

**Scope of Supervision:**

Directly oversees up to 11 employees and indirectly supervises 125 trainees.

**Supervision Received:**

Works under the guidance of the Director of Youth and Adult Education where goals, objectives, policies, and procedures are defined. Makes operational decisions of a routine nature independently and with latitude of resourceful thinking to achieve department goals and

objectives.

**Responsibility for  
Accuracy:**

High standards of accuracy must be maintained in performing job duties. Must take immediate action to correct some errors. Most administrative errors would be detected with proofing and reviewing procedures. Failure to properly manage and coordinate programs on activities could result in ill will for the department and negative public relations. Inappropriate actions or errors could result in insufficient opportunities to program participants.