

COOK INLET TRIBAL COUNCIL, INC.
JOB DESCRIPTION

Job Title: Co-Director
Department: Educational Services System (ESS)
Reports to: Chief Operations Officer
Supervises: School Site Managers, Field Staff in Schools without Site Managers, MEDIAK Program Manager, Data and Grants Compliance Manager, NYO Coordinator, Assistant Program Director
FLSA Status: Exempt, Full-time Regular
Effective Date of Hire: _____ End Date: _____

General Functions:

The Co-Director co-manages the Educational Services System and is responsible for program implementation, employee development, fiscal planning, budget development and monitoring, as well as compliance of state, federal and grant requirements of all programs within the department.

Duties and Responsibilities, including but not limited to:

Program Planning

- Oversees the coordination of staff and community activities for the Educational Services System.
- Leads curricula development and refinement for program.
- Monitors the specified program budgets; provides direct assistance to program and program managers with budgeting and program implementation.
- Ensures that all specified program goals and objectives are met or exceeded.
- Works collegially with the Program Leadership Council and the Institutional Advancement team to identify program service gaps and assists in the development of new opportunities.

Advocacy / Support

- Provides leadership and direction to programs, ESS staff and program managers in solving problems and enhancing program services.
- Develops and maintains rapport within CITC and with key social service and educational agencies to coordinate and collaborate in the development and refinement of a system of comprehensive services.

Supervision / Monitoring

- Provides ongoing classroom supervision to evaluate instructional practices in all schools, ensuring high academic expectations are consistently held for all students.
- Provides leadership and direction to education staff regarding their essential duties and program goals and objectives; holds staff to high expectations in job performance.
- Regularly examines current educational research, development and trends to introduce current best knowledge and exemplary practices on an ongoing basis.

- Supports department staff by maintaining a safe, supportive and secure work environment; develops personal and professional growth opportunities for staff.
- Ensures that specified programs comply with all grant reporting and documentation requirements, as well as with CITC's Continuous Quality Improvement system.
- Informs and consults regularly with the Program Leadership Council and the President's Council on program activities, successes and challenges; seeks guidance and direction.
- Ensures that all staff have the tools/training and guidance necessary to do their jobs and excel in the workplace.
- Oversees and participates in the annual performance appraisal process for education staff.
- Encourages open, two-way communication with staff to enhance job satisfaction results and overall morale.

Internal / External Relations

- Participates as an active member of the CITC Program Leadership Council.
- Collaborates with external evaluators of ESS programs to ensure they receive the necessary data and support for their report.
- Develops and maintains positive working relationships with the education and business community to be intimately familiar with current best knowledge, exemplary programs and market trends.
- Participates in appropriate leadership roles to forward the mission of the department.
- Joins related organizations for continuous improvement.
- Works closely with internal advisory bodies on all aspects of the process and system.
- Participates and networks in internal/external meetings/trainings as requested.
- Maintains a positive working relationship with all CITC personnel, CIRI nonprofit agencies and other community stakeholders.
- Maintains confidentiality at all times while displaying a professional disposition.

Job Specifications:

- Excellent verbal and written communication skills.
- Exemplary and proven leadership skills.
- Proven ability to represent diverse perspectives.
- Exemplary public speaking skills.
- Demonstrated computer literacy.
- Exemplary organizational skills.
- Demonstrated ability to motivate and empower staff.
- Demonstrated ability to monitor multi-million dollar budgets.

Qualifications:

- Bachelor's degree; preferred Master's Degree, PhD or EdD.
- Minimum of five years' administrative experience in the field of education.
- Five years' experience designing and implementing Alaska Native and/or American Indian educational programming.
- Minimum of five years' supervisory experience.
- Understands the history of education in Alaska and its past and present impact on Alaska Natives and American Indians.

- Demonstrated results in a continuous improvement culture exhibited in a positive trend of improved student achievement over time.
- Previous experience with contract and grants management including P.L. 93-638 and P.L. 102-477 preferred.
- Experience in principles, practices and socio-economic implications of planning for program development, implementation and evaluation.
- Demonstrated knowledge and understanding of the social, health, educational, training, and cultural needs of the Alaska Native and American Indian community.
- Continued employment is contingent upon receipt of a satisfactory state and federal background check.
- Valid Alaska Drivers License and insurable under CITC's automotive insurance.

Hiring Preference:

Preference shall be given to eligible and qualified Alaska Native/American Indian applicants pursuant to P.L. 93-638 Indian Self-Determination Act.

Employee Signature

Date

Supervisor Signature

Date