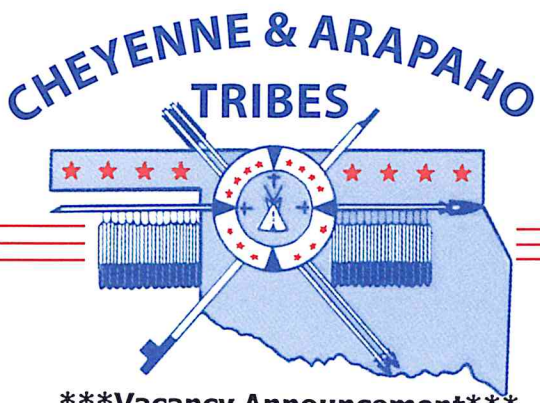
PERSONNEL



P.O. Box 167
Concho, OK 73022
(405) 422-7498
FAX (405) 422-8222

*****Vacancy Announcement*****

POSITION: Education Specialist
DEPARTMENT: State Tribal Education Program (STEP)
LOCATION: Concho, OK
ISSUE DATE: August 2, 2016 **Closing:** UNTIL FILLED

PRIMARY RESPONSIBLITIES:
Under the direct supervision of the STEP Program Director, incumbent will assist the STEP Project Coordinator in areas of the State Tribal Education program. The education specialist will provide services to promote the development and implementation of educational assistance and counseling programs for Cheyenne & Arapaho Tribes and other Native American students in public schools as outlined in STEP program objectives.

MAJOR DUTIES:

- Assists the coordinator with planning, coordination and development of the (STEP) program goals and objectives.
- Conduct monthly activities to facilitate parent and community involvement to enhance program service with educational activities in public schools.
- Maintenance of a computerized student database.
- Maintains all records, statistical data, and prepare monthly progress report and submit in timely manner necessary for successful program function as requested by the coordinator.
- Assists the director and coordinator in the preparation of end of the year evaluations and annual reports on all (STEP) education programs and projects.
- Establish and/or coordinate programs and services designed to meet the unique education needs of Native American students, parents and community. (i.e. Instructional/Empowerment Classes, Afterschool programs, HS retention/College/Work Readiness programs/Summer programs)
- Assists with maintaining records and preparing requested reports for the overall function of the (STEP) Program.
- Assists the coordinator in adhering to all program policies or funding agency regulations as required for the function of the (STEP) program.
- Under the director's guidance, coordinates with state agencies in meeting state mandates.
- Collaborate with tribal education, health and social service programs for a more comprehensive approach to education related issues.
- Assists the in seeking funding to expand services and establish new services.

KNOWLEDGE, SKILLS AND ABILITIES:

- Exceptional interpersonal skills: Ability to communicate effectively and courteously with participants and/or external entities and the ability to maintain effective working relationships.
- Experience working with native students within the public school setting.
- Knowledge of current eclectic learning styles, principles or teaching, education program policies and regulations, curriculum development, and procedures.
- Possess strong skills in modern office procedures and business etiquette; Must possess a comprehensive knowledge of computer skills in word, excel, and publisher.
- Exceptional organizational skills: Ability to prepare and conduct meetings, progress reports, fliers, and other similar or related materials; and the Ability to maintain ongoing documentation regarding services provided (includes files and specialized class/workshop/seminar files).
- Maintain professionalism and environments conducive to learning.
- Must possess a current OK driver's license and have a clean driving record for insurance purposes and must be willing to travel extensively within the Tribes service area.
- Ability to pass OSBI background check and drug test.
- Must be able to work flexible hours including weekends and holidays.

EDUCATION AND EXPERIENCE:
Bachelor's degree in education or related field preferred, or an equivalent combination of education and experience substituting one year of experience in teaching for each year of the required education. Cheyenne and Arapaho Indian preference.

SALARY: Pending Experience Level

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma
Personnel Department
P.O. Box 167
Concho, OK 73022
Or e-mail: atisdale@c-a-tribes.org
Office (405) 422-7498
Fax (405) 422-8222
Toll Free 1 (800) 247-4612 ext. 27498

To view all our current vacancy announcements, please visit our website at: www.c-a-tribes.org