



The Klamath Tribes

501 Chiloquin Blvd/P.O. Box 436
Chiloquin, Oregon 97624

Phone: (541) 783-2219

HR Fax: (541) 783-2836

OPEN: 01/31/24
CLOSE: until filled

EXEMPT _____
NON-EXEMPT X

POSITION DESCRIPTION

POSITION: EDUCATION SERVICES MANAGER

RESPONSIBLE TO: Education & Employment Director

SALARY: Step Range: 19-29; Full Benefits
Salary Range: \$46,919 - \$63,055
Hourly Range: \$22.56 - \$30.23

CLASSIFICATION: Management, Regular, Full-Time

LOCATION: Education & Employment Department
Administration
501 S. Chiloquin Blvd
Chiloquin, OR 97624

BACKGROUND: P.L. 101-630 level

POSITION OBJECTIVES

The primary purpose of this position is to promote educational achievement and cultural awareness for eligible American Indian students. The incumbent will plan, organize, and oversee the Johnson O' Malley and the Maqlaqs s?ayooga Afterschool Program for youth in kindergarten through twelfth grade. Promote physical fitness, health and wellness and cultural awareness for eligible American Indian/Alaskan Native students. This position also provides oversight and staff support for youth programming.

Additional responsibilities include overseeing and supporting The Klamath Tribes' Youth Engagement Specialists and the Klamath Tribal Youth Resource Team including implementation and evaluation of youth led strategies in the areas of youth leadership, mental health promotion, alcohol & drug prevention efforts, family engagement, youth social issues, connections to cultural learning opportunities, opportunities for talent expression and promotion of education.

This position will require collaboration with other departments and Tribal youth programs. The work includes various responsibilities, requiring someone who can work independently with minimal supervision to ensure timely, accurate and efficient workflow in accordance with office policies and standards. The work often involves supervision of children and staff support.

MAJOR DUTIES AND RESPONSIBILITIES

1. Plan quarterly meetings between The Klamath Tribes programs serving youth to review grant and/or program objectives; including review of implementation plans, strategies, and services provided in the community.
2. Effectively communicate with school districts within the service area to collaborate on education related activities and as applicable within the scope of the Johnson O' Malley program.
3. Maintain student files with comprehensive case notes, file entries, and appropriate records regarding services provided, clientele, and student progress. This includes, but is not limited to, identifying students below grade level in math, science, and language arts for tutorial services.
4. Plan, develop, and implement cultural lessons/activities outside of the classroom as field trips and student incentives. This requires review and budget approval by the Department Director.
5. Provide program management and staff guidance with activity planning, including: field trips for After School Program, Early Release Day, and End of the Year Celebration Event.
6. Effectively communicate the Education and Employment Department and the After School Program information to the public.
7. Identify students eligible for Johnson O'Malley Services and the Maqlaqs s?ayooga After School Program.
8. Record student progress in Participation Activity Log (PAL). Request a copy of each assigned student's report card to track student improvement.
9. Establish positive rapport and have ability to work with students, families, Tribal programs and school staff.
10. Instruct staff on how best to assist with projects or program activities and assist with the After School Program.

11. Perform receptionist duties on an as needed basis. This includes receiving incoming telephone calls and directing them to appropriate personnel. Other duties would include filing, photocopying, typing letters from rough draft, reports and other documents as assigned.
12. Establish and maintain an effective filing and record keeping system. Meet with supervisor, as required or necessary, to discuss any and all changes, plans, or new activities within the JOM Program.
13. Directly oversee the full development, implementation, and evaluation of the Tribal Youth Resource Team including hosting resources meetings, promotion, agency training, standard operating procedures, referrals, and privacy, per the Klamath Tribes Tribal Youth Resource Team Council Resolution.
14. Ensure that Klamath Tribes Youth Council is actively involved in carrying out prevention messaging, by collaborating with Klamath Tribal health & Family Services Prevention and Health Education Departments on campaigns and events.
15. Monitor the Klamath Tribes Youth programming budgets, including periodic financial reports to monitor spending
16. Maintain positive, ongoing relationships with county schools and teachers to oversee truancy issues as well as attendance by at risk students. Conduct home visits to encourage regular school attendance.
17. Like all employees of the Klamath Tribes, the incumbent will be called upon to accomplish other tasks that may not be directly related to this position, but are integral to the Klamath Tribes' broader functions, including but not limited to, assisting during Tribal sponsored cultural, traditional, or community events that enable the successful operation of programs and practices of The Klamath Tribes as aligned with The Klamath Tribes' Mission Statement. Some of these tasks may be scheduled outside of regular work hours, if necessary.

SUPERVISORY CONTROLS

Work is performed under the instructional supervision of the Education & Employment Department Director. Work is normally assigned in terms of objectives to be achieved, detailed instructions will be provided on assignments. Recurring assignments are carried out independently by the employee. New or unusual situations are to be discussed with supervisor.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of Klamath Tribes history and cultural practices.

Ability to create schedules for the afterschool program appropriate to grades kindergarten through twelfth grade.

Ability to provide classroom management and volunteer oversight to Afterschool Program.

Ability to accomplish tasks in accordance with established policies, procedures, practices and priorities of the Education and Employment Department and The Klamath Tribes.

Ability to plan activities and field trips for youth.

Ability to organize, plan and prioritize workload, using one's own initiative.

Ability to maintain **strict confidentiality** of client information.

Ability to create meaningful learning opportunities for students.

QUALIFICATIONS, EXPERIENCE, EDUCATION

Minimum Qualifications: *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to possess a minimum of a High School Diploma or Equivalent. *(Must submit copy of diploma or transcripts with application; HSD/GED only required when applicant doesn't have a college degree.)*
- **REQUIRED** a to have a minimum of 18 months positive working experience in education, social services **OR** possess Certification as an Education Assistant.
- **REQUIRED** to maintain strict confidentiality of records and information pertinent to the nature of the position.
- **REQUIRED** to have computer experience; emphasis will be in the use of Microsoft Word, Excel and work in a networked environment.
- **REQUIRED** to work an alternate schedule, including weekends and evenings as necessary.
- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be insurable by The Klamath Tribes' vehicle insurance policy. *(Must submit copy of driver license with application.)*
- **REQUIRED** to adhere to The Klamath Tribes Alcohol and Drug Free Workplace policy.

- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.
- **REQUIRED** to accept responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters.

Preferred Qualifications:

- Associate's Degree with transferrable work experience; working within a tribal community and experience working with children or in an education setting. *(Copy of transcripts must be submitted with application for preference.)*

INDIAN PREFERENCE

- Indian and Tribal Preference will apply, as per policy. *(Must submit Tribal documentation with application to qualify for Indian Preference).*

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCEDURE

Submit ~~The Klamath Tribes~~ ***Application for Employment*** with all requirements and supporting documentation to:

**The Klamath Tribes
ATTN: Human Resource
P.O. Box 436
Chiloquin, OR 97624**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.

EMPLOYEE ACKNOWLEDGEMENT:	
I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.	
Employee (printed name)	Employee (signature)