MISSISSIPPI BAND OF CHOCTAW INDIANS

POSITION DESCRIPTION #348190

POSITION: Tribal Education Division (TED) Program Coordinator

SOURCE: MBCI Division of Education

SUPERVISOR: Director, Division of Education

STATUS: Regular, Full-time, Exempt

JOB LOCATION: Choctaw Division of Education

TRIBAL SCALE: T.S. 13714

OPENING/CLOSING August 5, 2019 to August 16, 2019/ UNTIL FILL AUG 05 2019

SCOPE OF SERVICES:

The TED Program Coordinator is an integral member of the overall administrative support team for the Choctaw Division of Education. The TED Program Coordinator serves as the initial administrative point of contact for the Division of Education, and works very closely with the Director, Division of Education, to provide Division-wide support in Choctaw Education System administrative tasks and to strengthen overall Division-wide communications, collaborations, planning, research and development, building partnerships, and fostering educational success among all students on the Choctaw Indian Reservation. The Program Coordinator is responsible for a broad range of Administrative Services planning, management, and coordination for the Mississippi Band of Choctaw Indians' educational services efforts, in conjunction with other Tribal departments impacting student services preschool through adulthood, including Finance and Accounting, Administration, transportation, planning and community development, and facilities, particularly instructional facilities. The Coordinator manages the day-to-day requirements of recordkeeping, mail distribution, office upkeep, business communications, grants management, and Federal and Tribal reporting requirements.

DUTIES AND RESPONSIBILITIES:

(1) Provide highly skilled administrative support to the Division Director;

(2) Participate in all required meetings; take minutes and distribute;

"CHOCTAW SELF-DETERMINATION"
(3) Receive and monitor quarterly performance and budget reports from all departments within the Division of Education;

(4) Perform a broad range of Administrative Services to include planning, management, and coordination for the Mississippi Band of Choctaw Indians' educational services efforts;

(5) Provide ongoing and direct assistance to other Tribal departments impacting student services preschool through adulthood, including Finance and Accounting, Administration, transportation, planning and community development, and facilities, particularly instructional facilities;

(6) Manage the day-to-day requirements of recordkeeping, mail distribution, office upkeep, business communications, grants management, and Federal and Tribal reporting requirements.

(7) Ensure that Choctaw Division of Education functions successfully day-to-day and that official paperwork flows efficiently;

(8) Work closely with the Division of Education Director to accomplish skills enhancement and capacity-building among existing staff;

(9) Provide accurate and timely administrative management support to the Division Director;

(10) Assist the Division Director in coordinating all Tribal educational services for students on Choctaw Tribal lands;

(11) Assist the Division Director in preparing for annual Federal grantor audit requirements;

(12) Assist the Division Director in preparing Choctaw students for success in college and career readiness;

(13) Communicate regularly and routinely with the Director of Education, the Director of Schools, the principals of the 8 Choctaw Tribal Schools; the Choctaw Youth Opportunity Director; the Choctaw Workforce Development Director; the Choctaw Vocational Education Director; the Choctaw Vocational Rehabilitation Director; the Adult Learning Director; the Early Childhood Education Director; the Tribal Scholarships Officer; the Choctaw Boys and Girls Clubs Director; and others as assigned by the Division Director;

(14) Maintain all project records and program development initiatives to ensure compliance and audit readiness at all times;

(15) Create a reporting system, database, and filing system;
As assigned by the Division Director, meet with students, parents/guardians of students, Tribal education personnel, and community members to present educational leadership development information and plans;

(17) Maintain communications with educational administration, Tribal government leaders, and Tribal enterprises to benefit Choctaw Education’s goals;

(18) Demonstrate a positive and friendly attitude, positive work habits, and ability to get along well with other employees;

(19) Perform other related duties as assigned by the Director, Division of Education.

QUALIFICATIONS:

1. Strong preference for educational administration skills and government-level professionalism;
2. Baccalaureate degree in Education or Master’s Degree in Educational Administration
3. Five years’ experience in school administration or project directorship;
4. Preference for prior work experience in a Federal program director’s leadership position or similar professional role;
5. Experience in program performance and fiscal compliance, intergovernmental affairs, and exploration of educational development opportunities;
6. Demonstrated proficiency in use of computers and applicable software, such as Excel, MS Word; MS Office; Access; and database management;
7. Five years’ work experience involving office procedures;
8. Knowledge and experience in Federal and Tribal government policies and procedures; knowledge of accrediting bodies and their requirements;
9. Ability to type at a minimum rate of 55 WPM with no errors;
10. Ability to take initiative and work with limited direction and minimal supervision;
11. Adequate personal transportation;
12. Current, valid Mississippi Driver License;
13. Personal automobile liability insurance, as required by State law;
14. Ability to pass comprehensive Background Investigation and Adjudication process, as required by Federal and Tribal policies and strict regulations;
15. Willingness to participate in random drug testing per Tribal policy
16. Willingness to travel on official Tribal business, as necessary

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NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ person(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P.O. Box 6033, Choctaw Branch
Choctaw, MS 39350