

Campo Band of Mission Indians
36190 Church Road
Campo, CA 91906
Job Description
Date: February 4, 2009

Job Title: Campo Indian Education Director
Location: Campo Indian Education Complex, Campo Indian Reservation
Reports to: Monique La Chappa, Chairwoman and ~~Shelly~~ Michelle Cuero, Vice Chairwoman,
Campo Executive Committee
Salary: \$40,000, Exempt
Shift: Full time (40 hrs), days, weekly schedule may vary due to special events

Job Summary:

The Campo Indian Education Director is responsible for the overall education program management including supervision of personnel. Ensures success of the program goals by maintaining adequate staffing. Staff evaluations and trainings are monitored to meet grant and tribal requirements. The Education Director submits annual budget to supervisors and/or Executive Committee for approval. Monthly reports are submitted on a timely basis. The Campo Education Director is responsible for maintaining accurate and organized records and oversees the proper storage and file systems. Implements all business procedures used by the tribe to manage payroll submission, travel and conferences, benefits, safety and security.

Essential Duties:

1. Secures funding by Campo Indian Education Center programs through the timely preparation and submittal of grant proposals.
2. Administers grant funded programs, including financial tracking and reporting and ensures contract compliance.
3. Overall supervision of Campo Indian Education staff including attendance, discipline, annual reviews and monitors training and travel requests. Keeps the Campo Personnel Officer informed of all employee status changes as soon as they occur.
4. Works with the Personnel Officer to ensure hiring and terminations are done following tribal procedures. Manages vacation, holiday and leave of absence requests.
5. Coordinates communication with local school districts and oversees administration to ensure maximum service to students within the scope of existing contracts.
6. Coordinates communication with the Campo Indian Education Board of Directors, Indian Education Committee, and Parent Advisory Committee.
7. Oversees testing and evaluation of students.
8. Keeps accurate records of students' attendance and academic performance.

9. Works closely with administrators and teachers of the schools attended by Campo Indian Education students.
10. Maintains a good working relationship with parents and promotes their active participation in the education process.
11. Arranges staff development activities, as well as special student activities, such as field trips, inviting special topic speakers and or presentations by other agencies.
12. Actively recruits eligible students into the Campo Indian Education program and may require home visits. Informs tribal members of opportunities by posting flyers, mailings, email or phone.
13. Arranges and participates in parent and/or teacher conferences and counseling as needed.
14. Manages daily activities of child care staff including meals, snacks.
15. Implements adult learning programs including proper notification to tribal members of any opportunities by posting flyers, mailings or announcements.
16. Attends conferences and/or trainings related to Indian Education with the approval of supervising staff.
17. Other duties may be assigned that are related to the management of the Campo Indian Education goals.

Minimum Requirements

1. Teaching experience or knowledge of clinical teaching methods.
2. B.A. or Higher, preferably in the education field.
3. Ability to communicate professionally orally and in writing.
4. Computer skills and knowledge of computer programs to support job responsibilities.
5. Current CPR Certification.
6. Education institution or business management experience.
7. Experience working with Native American students.
8. Knowledge of Indian history and culture.
9. Diplomatic ability to work effectively with a wide range of personalities and education levels.
10. California Driver's License and own transportation.

Candidate must be willing to submit to a background check and drug testing.

American Indian preference, proof may be requested.

References may be requested.