



**SUSANVILLE INDIAN RANCHERIA**  
745 Joaquin Street  
Susanville, CA 96130  
(530) 257-6264

**POSITION ANNOUNCEMENT**

**OPENING DATE OF ANNOUNCEMENT:** September 4, 2019  
**CLOSING DATE OF ANNOUNCEMENT:** Open Until Filled

**POSITION TITLE:** Education Programs Manager  
**SUPERVISES:** Yes  
**STARTING SALARY:** \$ 69,035.20 per year  
**GRADE:** 16  
**POSITION CLASS:** Exempt  
**NUMBER OF POSITIONS:** 1  
**STATUS:** Permanent  
**HOURS:** Full Time (40 per week)  
**SUBJECT TO P.L. 101-630:** Yes  
**BENEFITS:** Highly competitive package *\*See below*

**GENERAL STATEMENT OF RESPONSIBILITIES:**

Under the general direction of the Tribal Administrator, the Education Programs Manager will be responsible for maintaining the coordination, implementation, and administration of all enrichment/academic programs for the Susanville Indian Rancheria. Overall responsibilities include program development and management, fiscal management, participation in staff development, and offsite collaborations. He/She will provide a safe, nurturing, and well-supervised after school and summer program; be the liaison with parents, collaborators, school management, volunteers, and visitors to display the program positively. This individual will strive to meet the unique needs of the Tribal community by creating and fostering community wide agency partnerships to enhance and balance the Tribal family needs while respecting their cultural diversity and heritage and to promote access and equity to all education programs for Tribal children, youth, and families.

**This position works with and around our children and youth and is therefore subject to P.L. 101-630.**

**SPECIFIC AREAS OF RESPONSIBILITIES:**

Ensures that the programs under the Education Programs Department facilitate and support a range of services to the tribal community and families, and makes referrals as necessary, that bring a special focus on family, education, and cultural activities.

Ensures that the Education Programs Department is administered and implemented according to the applicable grants and ensures compliance with the grant regulations and policies.

Creates and implements fun, engaging developmentally appropriate activities in the areas of common core, character development, project-based learning, fitness and recreation, academics/enrichment, and cultural learning.

Design a program schedule together with the staff that includes educational, enrichment, recreational and cultural activities that align with SIR and school district requirements.

Works with, develops, leads, mentors and supervises youth in grades TK-12 in small and large groups.

Coordinates transportation for students to and from the Education Center and other activities.

Communicates effectively and in a professional manner with school administrators, school staff and parents on a regular basis regarding program activities.

Consults with parents to collect input into program operations via a Parent Advisory Committee and coordinates parent training as needed.

Responsible for the orientation, on-going in-service training, and continued staff development for the Education Department staff.

Attends regional in-services, training, and workshops as required/needed.

Establishes and maintains community partnerships that share SIR's educational programs plans and objectives.

Coordinates program interests with other Indian education programs that provide services to Native American students.

Works with the grants writer in administering current funding source requirements and pursuing grant opportunities for furthering the goals and objectives of the Education Department.

Ensures that all educational programs meet or exceed the stated goals/objectives.

Provides the Tribal Business Council with a monthly Education Department Report.

Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

1. BA in child development, social services, or human services, or a Multiple Subject Teaching Credential plus two (2) years administrative/supervisory level experience directly working with a diverse range of children, youth, and families.

2. Two years-experience working with various funding sources that would relate to childhood education.
3. Experience in grant administration and/or budget oversight.
4. Must obtain a CPR and First Aid card within 60 days.
5. Must possess positive and supportive supervisory skills.
6. Must be 21 years of age or older and have been a licensed driver for at least three years.
7. Must pass P.L. 101-630 background check.
8. Experience in researching, planning, coordinating, and facilitating community events, activities, and programs.
9. Understanding of Community Development and issues facing Native American families.
10. Must be able to demonstrate leadership ability to supervise and coordinate teams to work cooperatively at all levels within the organization and in the wider community.
11. Experience in working with County child and family agencies.
12. Ability to deal effectively with people and organizations which requires tact, courtesy, discretion, resourcefulness, and good judgment in handling functions of a sensitive nature.
13. Ability to use initiative and independent judgment within tribal program and policy guidelines.
14. Must have effective written and verbal communication skills.
15. Ability to work well under pressure.
16. Must have a high school diploma or equivalent from an accredited high school.
17. Must pass pre-employment drug test.

### **WORKPLACE ENVIRONMENT:**

**1. PHYSICAL SAFETY:** The work requires minor physical exertion, such as short periods of standing, walking over rough uneven surfaces, some recurring bending, crouching, stooping, stretching, reaching, or similar activities. Job may require recurring lifting of lightweight objects with infrequent bending or stooping alternating with the lighter activities. Job requires minimal agility and dexterity.

**2. WORKING ENVIRONMENT:** Occasional exposure to objectional conditions or variations such as those found in variable weather conditions or light industrial settings.

## **PERFORMANCE EXPECTATIONS:**

- Uphold all principles of confidentiality.
- Adhere to all professional and ethical behavior standards.
- Interact in an honest, trustworthy and respectful manner with employees, visitors and vendors.
- Participate in departmental staff meetings, quality management activities, cultural and educational programs.
- Comply with policies and procedures.
- Display respect and understanding of Susanville Indian Rancheria's traditions and values.
- The way the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability.
- Any attitude or behavior that will tarnish the name or reputation of the Susanville Indian Rancheria will not be tolerated and is subject to disciplinary action.

## **PREFERENCE POLICY:**

- 1<sup>st</sup> Preference:            Enrolled member of a Federally Recognized Tribe.  
2<sup>nd</sup> Preference:            Documented proof of Veteran Status, i.e. DD-214, Veterans Benefit Card.  
3<sup>rd</sup> Preference:            All other applicants.

## **SIR BENEFITS PACKAGE:**

The Susanville Indian Rancheria offers its Full-Time employees a highly competitive benefits package, including: annual cost-of-living increases (based on SSA COLA); eligibility for annual merit increases; twelve paid holidays; thirteen days paid sick leave; up to twenty-six days paid annual leave (depending on length of service); maternity leave; paternity leave; affordable group health, dental, vision, and life insurance; and 401(k) retirement plan.

## **HOW TO APPLY AND APPLICATION REQUIREMENTS:**

All applicants are required to submit a Susanville Indian Rancheria/ Lassen Indian Health Center application. Applications can be found on our website at: [www.sir-nsn.gov/human-resources/](http://www.sir-nsn.gov/human-resources/) (SIR – LIHC – Gaming Commission Application for Employment P.L. 101-630 Requirements) or picked up at 745 Joaquin Street, Susanville, CA.

Only **complete** applications will be considered. For your application to be considered complete you must attach the following:

1. Completed Susanville Indian Rancheria/Lassen Indian Health Center Application.
2. Copy of your High School Diploma or College Degree or transcripts documenting your graduation or completion of your Degree.
3. Copy of your valid Driver's License.
4. Copy of any other certification required.

5. Copy of Tribal Card, if claiming Indian Preference.
6. Copy of DD214 or other proof of Veteran status, if claiming Veteran's Preference.
7. **An additional statement on how you meet each minimum qualification.**

Complete applications can be dropped off in person to the Human Resources Office at 745 Joaquin Street, Susanville, California, Monday through Friday from 8:00 am to 5:00 pm. They may also be emailed to [nmerkle@sir-nsn.gov](mailto:nmerkle@sir-nsn.gov) or faxed to (530) 257-1895 or mailed to the above address. All applications must be **received** by 5:00 pm Pacific Standard Time on the closing date of the announcement.