



# Tribal Education Specialist

<b>Job Title:</b>	Tribal Education Specialist	<b>Review Date:</b>	Annually based on hire date
<b>Reports To:</b>	Program Director	<b>FLSA Status:</b>	Exempt

## POSITION SUMMARY

The Tribal Education Specialist will work closely with both the Program and Legislative teams to ensure culturally and developmentally appropriate standards are implemented in partnership with tribes. This is an exciting opportunity to work directly with tribal communities to support their process in developing initiatives that preserve and foster the teaching of Native students, provide technical assistance and ensure policies, procedures, and processes are established by tribal communities. This position is grant funded and dependent on grant funding.

## ESSENTIAL FUNCTIONS

*The essential functions of this position, include, but are not limited to the following:*

- Support the organization's activities leading to college, career, and community ready Native students at the tribal, state, and national levels.
- Assist with the planning, development, implementation, and revision of tribal education standards using promising practices to support the unique needs of Native students.
- Evaluate policies and data of tribal education departments and prepare technical assistance resources to ensure tribal administrators, tribal education directors, and local school leadership comply with tribal, state, and federal education laws.
- Partnership with tribal education agencies, school districts, and states to create professional development opportunities for educators and administrators to address racial inequalities within schools and communities.
- Develop and maintain effective working relationships with groups and individuals who possess diverse perspectives.
- Develop briefing papers, talking points, and policy materials.
- Support state level policy advocacy via analysis and coordination with the Tribal Policy Associate.
- Manage issue-based networks of researchers, practitioners, and policymakers that produce collective research and policy agendas to support the development of a Native controlled Native education system.
- Draft program reports per grant timeline.
- Additional duties as assigned.

## QUALIFICATIONS

- Bachelor's degree in education, policy, organizational development required; Master's degree preferred but not required.
- Required knowledge of and experience working with tribes, Native communities, and national Native organizations.
- Minimum of 3 years of experience in program management.
- 1 year of direct policy making or advocacy experience, legislative background preferred.
- Strong research and analysis skills using various methods including databases, survey/evaluation tools, the internet, and reference materials.
- Demonstrated ability in project management and meeting competing deadlines.

- Excellent written and verbal communication and interpersonal skills.
- Proven ability to work in team environment while demonstrating capacity to solve problems independently and address concerns in a timely and accurate manner.