

Sisseton-Wahpeton Oyate

Job Description

Job Title: Tribal Education Grant Project Administrator

Reports to: Tribal Education Director

General Supervision: Tribal Education Director

Summary: The Sisseton Wahpeton Oyate through the Tribal Education Department (TED) will implement the Tribal Education Project to provide for the development and dissemination of the Tribal Education Codes; to facilitate the development of Dakota language, culture and history education standards; and to support tribal control relating to the education of the Lake Traverse Reservation children. The Tribal Education Grant Project Administrator will participate in monthly collaboration meetings and submit monthly program and budget updates. The Project Administrator will report to and is under the general supervision of the Tribal Education Director.

Duties and Responsibilities:

Services that the Tribal Education Grant Project Administrator will provide, but are not limited to, are:

- Ensure that all of the grant goals, objectives, and tasks are completed in accordance to the approved logic plan. Adhere to the timelines set forth.
- Convene, lead and participate in monthly Tribal Education Grant Program collaboration meetings.
- Submit monthly Tribal Education Grant Program reports and updates to the Education Director.
- Complete monthly, quarterly and annual Tribal Education Grant Program reports in conjunction with the TED Director.
- Assist with the development of the updated version of the Tribal Education Codes according to the logic plan as the steps and timelines indicate.
- Facilitate the development of Dakota language, social studies, culture, civic and history education standards.
- Assist with the assessment of the state of education goals and assist with the development of TED work goals.
- Assist with the Assessment plan development to include informative and formative assessments for the standards of the Sisseton-Wahpeton Oyate.
- Assist with the development of the Sisseton-Wahpeton Oyate Accountability plan.
- Attend all TED and other meetings as required.
- Perform all other Duties as assigned.

QUALIFICATION REQUIREMENTS:

- Bachelor's degree in Education is required.
- Knowledge and experience in Dakota language, culture and history instruction, preferred.
- Experience in content standards development, preferred.
- Knowledge of Pre-K to 12th grade state and local assessments, of education resources on and off the reservation and federal programs.
- Must possess excellent communication skills.
- Must pass background checks.
- Must possess valid driver's license and must be able to travel.
- Must possess strong organizational skills.
- Must possess knowledge of and experience with computers.
- Indian preference applies.

Approved: _____

Myrna Thompson

Date: _____

10/4/19