

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
406.675.2700**

PERSONNEL DEPARTMENT FAX: 406.675.2711

CSKT Website: csktribes.org

E-mail: cory.clairmont@cskt.org

******VACANCY ANNOUNCEMENT******

TITLE: Director of Education/CDSS Coordinator/Co-Disability
Coordinator/Training Coordinator/Information Technology Point of Contact

LOCATION: Kicking Horse Job Corps – Ronan, MT

SALARY: \$23.08 to \$26.80 per hour

CLOSING DATE: Thursday, January 31, 2019 @ 5:30 p.m.

SPECIAL CONDITIONS:

This is a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. **The successful applicant if not already employed by the Tribes must pass a pre-hire drug test and will be required to serve a six-month probationary period.**

DUTIES:

1. As the Director of Education, ensures the development and maintenance of the Education Program and Center's CDSS program. This will include compliance with the Electronic Policy and Requirement Handbook (ePRH) and supplemental material to attain maximum efficiency of learning for students.
 - a. Provides support to education staff and program through building positive morale, offering guidance & assistance, and providing resources; while acting as a liaison between the education staff and the Center Director, disseminating and interpreting directives. Develops annual education staff training and ensures that staff fulfills Job Corps requirements and regulations as instructors in prescribed time frames in accordance with OPI. Ensures all academic instructors maintain professional licensures and are up to date with OPI standards for teaching licensure.
 - b. Provides short and long term planning for the Education Program in relationship to the ePRH and the Center CDSS. This is to ensure that program objectives and goals are being met daily, weekly, quarterly, and yearly throughout the contract.
 - c. Provides compiled reports of the Center's Outcome Measurement Standards status on a weekly basis to the Center Director and key management staff. This will include updates on the Center's OMS in all programmatic areas of the center as well as being responsible for the Education Department meeting the benchmarks for HSE/HSD attainment, numeracy gain and literacy gain.
 - d. Provides fiscal control of the education budget assigned. This will include approving requisitions and expenditures of the education budget.
 - e. Ensures that student educational profile is kept current and terminated in a timely fashion. This includes checking files, updating files, and closing out files on student education completions when terminated.
 - f. Implement "Applied Academics" between the Education Department and the Career Technical Training (CTT) Department, ensuring instructors cooperatively show "real world" applications of concepts specific within training areas.
 - g. Oversee the scheduling of students to promote balance progress between Education and CTT. This includes updating scheduling information in the Center Information System. Also, oversees scheduling of students for center-based community service.
 - h. Maintains a programmatic relationship with the Montana Office of Public Instruction (OPI) and AdvancED and ensures programs are in compliance to their regulations.
 - i. Ensures implementing, safeguarding, and reporting of the HSE test and scheduling bi-monthly testing of student candidates.
 - j. Provides liaison to off-center education sources for program enhancement.
 - k. Ensures student and equipment accountability in the education program meets the Policy and Requirement Handbook and Center Operating Plan.
 - l. Ensures personnel and programmatic involvement in career technical/educational linkages.

- m. Assists in the Job Corps exit readiness program ensuring compliance of educational requirements of the CDSS Program are met.
 - n. Ensures TABE policies and requirements are being met. This includes the scheduling of quarterly, testing, reporting of results, documentation of student advances, and filing test results within the CITRIX/CIS computer system.
2. As the CDSS Coordinator, ensures that this program functions within guidelines of the PRH.
 - a. Facilitates the development and execution of the Career Preparation Period (CPP) plan and schedule.
 3. As the Disability Co-Coordinator, participates as a member of the file review team and the reasonable accommodation committee.
 - a. Assists with identifying applicants or students who need accommodations, and considers each request for reasonable accommodations on an individual basis, in compliance with the ePRH.
 - b. Ensures that the review of each request for academic accommodations is an interactive process, which includes direct communication with the applicant or student and all other appropriate parties. These communications will be logged and kept in the Reasonable Accommodation file cabinet in the Education Director/Co-Disability Coordinator's office.
 - c. Will ensure the entering of accommodation plans into CIS based on individual student's IEP/Academic Needs and ensures the student signs a printed copy of the plan, which will be on file on the Education Director/Co-Disability Coordinator's office in a locked cabinet.
 - d. Emails each department manager and ensures dissemination to appropriate staff of "need to know" information for students with accommodation plans.
 - e. Ensures that accommodations provided are monitored for effectiveness on a regular basis by requiring staff to complete Student Accommodation Plan Effectiveness form prior to each Evaluation of Student Progress (ESP).
 - f. Documents the accommodation updates for each student within CIS "Notes".
 - g. Implements systems and procedures to protect the confidentiality of all applicant and student disability and reasonable accommodation information.
 - h. Maintains disability file (i.e. non-health information) on each student with a disability.
 - i. The Disability Co-Coordinator may designate another Education staff member to serve in this position.

****If you would like to review the entire position description you can request it from the Personnel Department****

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

- Must possess a current Class I or II Montana Teaching Certificate.
- Must possess a current Class III Administrative school principle certification, or be able to obtain within one year of hire. These certifications must be maintained.
- Must have 5 years working experience in Job Corps education or comparable position with 1 year supervisory experience in education/career technical training programs. Master's Degree is preferred.
- Employee is required to pass a background investigation per PL-101-630.

DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):

- Must have knowledge on personnel policies, center operating plan, Department of Labor requirements, other educational agencies, and CSKT policies.
- Must possess communication, innovation, evaluation, implementation, management, and leadership skills.
- Director must be able to disseminate and execute proper procedures in order to meet the goals and objectives of the total Job Corps Program.
- Incumbent must address educational needs, concepts, and principles, in support of the total Job Corps goals and objectives.
- The Director of Education must be able to work with other management level staff to ensure continuity of the program.

SUBMIT:

1. Completed Tribal employment application. (Resumes may be submitted but may not replace or supplement the official tribal application).
2. Copies of relevant academic transcripts and training certificates.
3. If you are claiming Veteran's Preference, a copy of the DD214 must be submitted with the application.
3. Tribal enrollment verification if enrolled in a federally recognized Tribe other than CSKT.

SUBMIT ALL OF THE ABOVE TO: Cynthia Matt, Personnel Office, P.O. Box 278, Pablo MT 59855, telephone 406.675.2700, ext. 1259.

FOR MORE INFORMATION: Contact: Arlene Bigby, Center Director @ 406.675.2700, ext. 6301.

**DIRECTOR OF EDUCATION CDSS COORDINATOR/CO-DISABILITY COORDINATOR/
TRAINING COORDINATOR/INFORMATION TECHNOLOGY POINT OF CONTACT – KHJC**

The successful applicant must possess a current Class 1 or 2 Montana Teaching Certificate. Must possess a current class III Administrative school principal certification, or be able to obtain within one year of hire. These certifications must be maintained. Must have 5 years working experience in Job Corps education or comparable position with 1 year supervisory experience in education/career technical training programs. Master's Degree preferred. Employee is required to pass a background investigation per PL-101-630. All applicants are required to submit a Tribal application, copies of relevant transcripts and/or certificates and Tribal enrollment verification if enrolled in a federally recognized other than CSKT. If claiming Veteran's Preference a copy of the DD214 must be submitted with the application to the Tribal Personnel Department, 406.675.2700 ext. 1259 or visit the csktribes.org website for the application. Salary range \$23.08 to \$26.80 per hour, plus benefits. Closing date will be Thursday, January 31, 2019 @ 5:30 p.m. **This is a Testing Designated Position (TDP) within the definition of the CSKT Drug testing policy. The successful applicant, if not already employed by the Tribes must pass a pre-hire drug Test.**

CSKT IS AN INDIAN PREFERENCE EMPLOYER

PLEASE PUBLISH IN CLASSIFIED ADS:

1. **Thursday, January 17, 2019**
2. **Thursday, January 24, 2019**

**BILL TO: KICKING HORSE JOB CORPS
P.O. BOX 278
PABLO, MT 59855**

If you have any questions, feel free to contact Cory Clairmont @ 406.675.2700, ext. 1041. FAX: 406.675.2711 or E-Mail: cory.clairmont@cskt.org