

LOWER BRULE SIOUX TRIBE TRIBAL EDUCATION JOB ANNOUNCEMENT

JOB TITLE: Education Specialist

JOB CLASS: Level VIII

JOB SUMMARY: As an Education Specialist, the individual is responsible for providing support to any and all education programs that serve the Lower Brule tribal members, as defined below and assigned by the Tribal Education Director.

ILLUSTRATIVE DUTIES & RESPONSIBILITIES:

- Complies with the tribal Personnel Policies & Procedures of the Lower Brule Sioux Tribe.
- To report child abuse and neglect as directed by PL-101-630 "Indian Child Protection and Family Violence Prevention Act" of 1990.
- To keep all information confidential that comes to the employee by nature of their job.
- Management of the Lower Brule Tribe's Higher Education Program.
- Public relations and communications through flyers, posters, newsletters, etc.
- Performs other duties as assigned by the Tribal Education Director.

Responsibilities as Education Specialist:

- To administer Higher Education Scholarship funds.
- To administer Adult Vocational training scholarships.
- To administer Kul-Wicasa Scholars' funds.
- To assist the JOM program.
- To assist with Impact Aid.
- To advocate on behalf of the Tribe, at local, State and Federal levels.
- To participate in Lyman County IPP meetings.
- Build a relationship with Chamberlai Public Schools.
- To build a relationship with Lyman School District.
- To participate in and/or facilitate the monthly Interagency Meetings.

- To assist with or complete the layout of the Lower Brule community newsletter. Work with the publishing and distribution.
- To participate in Great Plains Tribal Education Directors' meetings, as required by the Tribal Education Director.
- To participate in the Great Plains Tribal Chairmen's Association meetings, as required by the Tribal Education Director.
- To assist Lower Brule School with educational concerns, based on educational knowledge, as required by Tribal Educational Director.
- To increase knowledge of Bureau of Indian Education processes and requirements, under the Indian School Equalization Program (ISEP) and Department of Education funds (IDEA, ESSA, etc).
- To attend trainings, classes, as required by the Tribal Education Director.
- To attend Lower Brule School Board meetings, as required by the Tribal Education Director and/or, as required by the School Superintendent.

Knowledge, Skills & Abilities:

- Sustain concentration and ability to handle multiple tasks, often simultaneously.
- Knowledge of computer programs diagnostic and problem-solving skills.
- Ability to handle highly stressful situations.
- Ability to interpret Policies and Procedures.
- Ability to work independently and maintains professional boundaries and confidentiality.
- Frequent sitting for long periods, using computer, telephones, and other office machines.
- Strong organizational and time management skills.

Qualifications:

- Advanced knowledge, such as demonstrated by a minimum of a Bachelor's Degree and ideally a Master's in Education.
- Knowledge, experience, or a willingness to learn about finance, budgeting and purchasing.
- Knowledge, experience, or a willingness to learn about administration, including knowledge of State Licensing requirements.
- Knowledge, experience, or a willingness to learn about the best practices and systems in the field of education.

- Knowledge, experience, or a willingness to learn about working with Federal and State programs i.e. Bureau of Indian Education, Bureau of Indian Affairs, Department of Human Services, South Dakota Department of Education, and the United States Department of Education.
- A valid SD state driver's license and proof of auto insurance required.

TO APPLY, submit tribal application and/or resume and all required documents to:

**LBST-Human Resources Office
187 Oyate Circle
Lower Brule, SD 57548**

OPENING DATE: 09/25/2023

**CLOSING DATE: 10/25/2023
@ 4:30pm**

*****REMINDER!!** We utilize the tribal point system, so please submit all pertinent, required documents with your application i.e., high school diploma or GED (General Equivalency Diploma), college degree/ transcripts (if applicable), job experiences, references, driver's license, DD-214 (if claiming veteran's preference), and any other training or information, you feel may help qualify you for this position. All documents claimed, must be verified. Failure to comply, may result in non-consideration for this position. ***