KAWERAK POSITION DESCRIPTION

DIVISION:	Education, Employment & Training
JOB TITLE:	Education Development Director
POSITION STATUS:	Regular, Full-Time
EXEMPT STATUS:	Non-Exempt
PAY SCALE GRADE:	14-15-16-17
SUPERVISOR:	Vice President, Education, Employment, & Training

The Education Development Director will administer, direct, develop, and implement innovative strategies that cultivate pathways to success for Early Childhood Education scholarship, Transitioning, and Peer Mentoring Programs and to advance program sustainability. The Education Development Director will deliver strategies that build a culture of post-secondary access and active engagement through collaborating with partners, facilitating connections in transition, promoting commitment, and advising students. The Education Development Director will build external partner relationships that advance local initiatives to increase local expertise, ensure student success, leadership, and professional development.

BRIEF SUMMARY OF JOB RESPONSIBILITIES:

1) Assist the Vice-President of the Education, Employment & Training by fully administering all aspects of the scholarship, transitioning, peer mentoring programs to ensure the goals and objectives of the programs are achieved.
2) Familiarize with existing programs, including the state and federal requirements to carry out the program operations. Monitor changes in program requirements and assist with the implementation of changes to services.
3) Design and implement program development strategies, working closely with the Kawerak leadership, committee members, work groups, and relevant partners.
4) Expand partnerships to offer creative opportunities for program participants (e.g. job shadows, internships, externships, subsidized training, mentorships, etc), including building and maintaining relationships with stakeholders, relevant organizations and school districts, particularly focusing on entities that offer experiences in education.
5) Coordinate and collaborate with internal Kawerak departments and stakeholder engagement (including facilitating gatherings, recruiting presentations, workshops, trainings, etc.) to promote recruiting program applicants, building organizational partnerships, and building relationships with funders and donors. Identify and resolve issues and conflicts.
6) Research, prepare and develop supporting data and documentation to submit proposals and written grants to funding sources that increase educational opportunities in the community.
7) Coordination of grant requirements, including submitting program reports and managing budgets.
8) Develop and implement policies, procedures, and guidelines for each program.
9) Supervises and facilitate the work of staff, peer mentors, program participants, and professional liaisons.
10) Provide leadership in the development, plans, and oversees the implementation of comprehensive service plans with program students to help them achieve success.
11) Provide advising, coaching, and support to Program participants including referral to community resources.

12) Oversee the documentation and record keeping of participation and involvement, and assess data to implement
13) Review program services to evaluate the quality of delivery, output, and outcomes.
14) Attend and /or facilitate training and meetings as required, including on occasionally evenings and weekends and travel as necessary.
15) Other duties as assigned by the Vice-President of the EET Division.

QUALIFICATIONS:

1) Bachelor's Degree in the fields of Education, Alaska Native Languages or Studies, Rural Development, Psychology, Social Work, or related field. Two (2) years of program development and supervision preferred.
2) Knowledge and understanding of the social, health, educational, training and cultural needs of the Alaska Native and American Indian communities required.
3) Must possess strong writing, communication, presenting, and organizational skills.
4) Must be self-motivated, dependable and able to work with minimum supervision.
5) High level of computer proficiency in MS Office program such as Word, Excel, Publisher, PowerPoint, and internet, Facebook and/or Twitter.
6) Able to work collaboratively with peers, communities, partners, and other organizations.
7) Able to maintain strict client confidentiality.
8) Must be able and willing to travel.
9) This position is a Covered Position subject to all requirements of the Alaska Barrier Crimes Act AS 47.05.310-47.05.390, 7 AAC 10.900-10.990, and to the Indian Child Protection and Family Violence Prevention Act, 25 USC 3201-3211 (ICPA). A background check clearance is required, including fingerprints, and the employee's name will be submitted to the Background Check Unit of the State of Alaska Department of Health and Social Services and entered into their central registry. Barrier Crimes Act and ICPA requirements apply and must be complied with at all times in order to remain in the position.

Native Preference per Public Law 93-638 **Approved (10-24-16)**