***VACANCY ANNOUNCEMENT***

POSITION: Education School Administrator
PROGRAM: State Tribal Education Partnership (STEP) Grant
LOCATION: Concho, OK
ISSUE DATE: February 14, 2023

CLOSING DATE: Until Filled

PRIMARY RESPONSIBILITIES: Will devote 100% of time to provide training, support, and supervision for the development of the charter school proposal; to provide on-going meetings with LEAs and community partners in an effort to identify strategies needed in assisting Cheyenne and Arapaho youth and their families; monitoring and compliance reporting to the STEP Program Project Director.

MAJOR DUTIES:

1. Strong advocacy for the Cheyenne and Arapaho Department of Education’s (CADOE) mission, vision, curriculum, and innovative instructional programs.
2. Visionary, creative, highly motivated, and enthusiasm to create a plan to open a charter school and design high quality learning opportunities and options for students and families.
3. Maintain productive relationships with Oklahoma State Department of Education and keep abreast of policy developments in the Oklahoma state legislature regarding charter schools.
4. System and capacity builder for embedding charter school knowledge and expertise within CADOE and tribal communities.
5. Host community forums and listening sessions for CADOE to inform design sessions and ensure the school complies with relevant laws and regulations.
6. Engage our TEA and tribal leaders to develop a clear and comprehensive understanding of the process of launching a Native Charter School and implement initial steps towards that goal.
7. Engage in a thorough and inclusive community planning process to determine the key quality components of our school’s design and resources needed for a successful school model.
8. Build in sustainability practices to ensure funding beyond the STEP program.
KNOWLEDGE, SKILLS, AND ABILITIES:
- Ability to communicate in writing proposals aligned to tribal and state educational policy.
- Strong skills in fiscal accountability and school finance such as ability to manage budgets, record keeping and reporting to public, and aware of fiscal regulations.
- Possess strong leadership and listening skills while serving as an educational leader.
- Exceptional interpersonal skills: Ability to communicate effectively and courteously with participants and/or external entities and the ability to maintain effective working relationships.
- Exceptional organizational skills and attention to details when preparing schedules and the creation of the school curriculum.
- Knowledge of development and evaluation of educational plans, education policies and regulations.
- Possess strong skills in office procedure and business etiquette.
- Must possess a strong computer knowledge and be proficient in MS Word, MS Works, and Excel.
- Must possess a current OK driver’s license, this includes having a clean driving record for insurance purposes.
- Ability to pass OSBI background check and drug test.
- Must be able to work flexible hours including weekends and holidays.
- Must be willing and able to perform related travel normally associated with this position.

EDUCATION AND EXPERIENCE:
Master’s degree in education or related field preferred with at least five (5) years’ work experience working in school administration, experience working in federal grants serving Native communities and families. Cheyenne and Arapaho Tribal Citizen Preference.

SALARY: Negotiable depending upon qualifications.
APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to: Cheyenne and Arapaho Tribes of Oklahoma Personnel Department P.O. Box 167 Concho, OK 73022 Or email: atisdale@cheyenneandarapaho-nsn.gov Office: (405) 422-7498 Fax: (405) 422-8222 Toll Free: 1 (800) 247-4612 ext. 27498

To view all of our current vacancy announcements, please visit our website at:
www.cheyenneandarapaho-nsn.gov