About NIEA
The National Indian Education Association (NIEA) was founded in 1969, in Minneapolis, MN, by Native educators who were anxious to find solutions to improve the education systems for Native students. NIEA adheres to the organization’s founding principles: 1) to bring Native educators together to explore ways to improve schools and the schooling of Native students; 2) to promote the maintenance and continued development of Native languages and cultures; and 3) to develop and implement strategies for influencing local, state, and federal policy and policymakers.

At NIEA, work is driven by seven core values.
1. Honesty, Integrity, Transparency;
2. Purposeful, Intentional, Mindful;
3. Reliable, Dependable, Commitment, Hard Work, Dedication;
4. Respect;
5. Compassion, Empathy;
6. Community, Unity, Family, Service to Others; and
7. Generosity

These values have been established and aligned with the NIEA Strategic Plan. The values represent the environment staff and partners consider a part of their lives and encompass the work done to meet the mission and vision.

Position Summary
NIEA is seeking a Tribal Communities in Schools (TCIS) Program Manager to join our team to surround students with a community of support. This individual must reside within Klamath-Trinity Joint Unified School District, to work out of the district office in Hoopa. The TCIS Program Manager will focus on assigned schools in the California area to the implementation of the culturally grounded and tribal capacity building facets of our licensed partnership with Communities in Schools; builds new and strengthens existing partnerships with schools and districts; serves as member of organizational coalitions and committees that support expansion and capacity of model; develops and implements training curriculum; coordinates staff development, program development and implementation of programming. The Program Manager will support the implementation of the TCIS model at our TCIS Site Districts and Schools. This position will be responsible for supporting Program Coordinators to provide local site coordinators to include orientation, CIS Model service delivery training, professional development, and data management along with ongoing support and technical assistance to ensure strong implementation of the model that is meeting the unique needs of the schools and communities they serve. The Program Manager will also collaborate with all local partners invested in student support services and grow potential partnerships for varied community supports including Native wellness and school improvement. Finally, this person will support the program evaluation processes using CIS's and NIEA’s monitoring/continuous improvement metrics.
Essential Duties and Responsibilities
The essential functions include, but are not limited to the following:

- Build effective relationships with CIS national leads, district and school partners, and community service providers to support the implementation of a TCIS model with culturally grounded integrated student supports.
- Support recruitment and hiring processes for new program coordinators, site coordinators, as needed.
- Monitors and evaluates services including regional and site management and planning, case management and planning, and school/community programs and services to maximize effectiveness.
- Conducts training on the implementation of the TCIS model which includes opportunities for flexibility to address unique community needs.
- Oversee the completion of all components of the model including development of the school needs assessment and annual site plans.
- Coordinates involvement with other agency partners within the school district and NIEA partnerships.
- Collaborate with district leadership to support implementation of Full-Service Community Schools grant objectives.
- Conduct frequent school site and virtual visits to support the site coordinator(s) and develop/maintain relationships with principals and school staff to strengthen the relationship.
- Provide ongoing technical assistance, support, and professional development to maintain high quality service provision in accordance with NIEA and TCIS core value language and process and national standards.
- Respond to concerns regarding service delivery from the site coordinator or the school in a timely manner and inform the TCIS Program Director as necessary.
- Monitor regional and school data to assess services, ensure model implementation, identify program impact, and share with organizational partners.
- Run periodic data audits for all site coordinators to ensure model implementation.
- Oversee site coordinator meetings to ensure dissemination of information, collaborative problem solving, and ongoing transparent communication.
- Assists with public relations activities including special events and development of program materials for presentations and publications.
- Participates in administrative team meetings and assists with agency decision making process.
- Assists/does the development and implementation of agency and NIEA strategic goals and capacity building.
- Work closely with TCIS Program Director and Senior Program Director to meet TCIS organizational goals and scale the model.

Administrative

- Support the development/maintenance of a strong and supportive internal staff network.
- Represent NIEA and TCIS with a positive and professional image at events and meetings as necessary.
- Support communication and development activities as requested by the executive director.
• Travel as needed for TCIS program work, NIEA Annual Convention, and any other destinations as assigned (10-15% travel required).
• Support planning and operations of NIEA’s Annual Convention & Tradeshow and other organizational events as assigned.

Minimum Qualifications (Knowledge, Skills, and Abilities)

• Bachelor’s degree in an education or social work field and six years of experience (Masters Degree preferred)
• Relevant experience to include a mix of direct services and program development/program management working with vulnerable children, youth, or families.
• Proficient with data collection processes and using data to inform programmatic decisions.
• Combination of excellent analytical skills, time management, and ability to be creative and flexible to help move things forward.
• Comfortable making independent decisions while working well in a collaborative team.
• Comfortable with public speaking.
• Strong interpersonal skills.
• Must pass criminal background check.
• Must have reliable transportation, a valid driver’s license, and automobile insurance.
• Reside in the state of California, near KTJUSD.

Desired:

• Previous direct service staff training, oversight, or supervision.
• Experience working with Native communities with a strong understanding of the assets and needs.
• Ability to work independently while managing multiple priorities.
• Excellent knowledge and experience of computer applications such as Microsoft 365 and Excel, electronic data tracking, internet, etc.

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

This position is primarily in an office setting where the employee constantly operates a computer and other office equipment and maintains a functional and safe office space. The employee is regularly required to communicate information and ideas so others will understand including both verbal and visual communication and presentations. The employee may occasionally need to lift up to 25 pounds and carry it 10-15 feet.

Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this
document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Reviewed with employee by

Signature: ___________________________ Name (print): ___________________________

Title: ___________________________ Date: ___________________________

Received and accepted by

Signature: ___________________________ Name (print): ___________________________

Title: ___________________________ Date: ___________________________

**EEO Statement**

NIEA provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.