

## VACANCY ANNOUNCEMENT

**TITLE:** INDIAN EDUCATION DEMONSTRATION SCHOOL LIAISON (1)  
**SALARY:** DEPENDING UPON EXPERIENCE AND EDUCATION - FRINGE BENEFITS  
**STATUS:** FULL-TIME (FOR DURATION OF GRANT)  
**OPENING DATE:** MAY 4, 2017 **CLOSING DATE:** MAY 18, 2017 - 4:00 PM

### MINIMUM QUALIFICATONS:

- Bachelor's Degree in Education or related field.
- Knowledge of and prior experience with Indian education programs, preferably at the secondary and post-secondary levels.
- Knowledge of and experience with educational agencies in north central Montana.
- Knowledge of Rocky Boy Indian Communities as to its geography, population groups, educational needs, and cultural differences.
- Computer literate using e-mail, data base programs, Microsoft word and excel.
- Ability and willingness to implement active learning hands-on projects.

### DESIRED QUALIFICATONS:

- A strong awareness and skill set pertaining to disorders and problems affecting secondary students.
- Experience working with families.
- Prior experience working in the secondary and/or post-secondary setting.
- Have strong communication, interpersonal, and organizational skills.
- Evidence from past working experience of ability to relate successfully to educationally disadvantage American Indian individuals.
- Ability to relate well to people and work with traditional, non-traditional, and minority students.
- Through knowledge of Chippewa Cree culture, language and traditions
- Highly organized, self-motivated.

### DUTIES AND RESPONSIBILITES:

- Serve as school liaison for the Indian Demonstration Project in completing program objectives, collect and summarize all documentation, records, and reports for U.S. Department of Education and external evaluator.
- Participate in training for the implementation of CAMP.
- Will be responsible for maintaining monthly reports to the Project Directors.
- Will establish and maintain an accurate filing system as required by the plan of operations.
- Implement activities to achieve program objectives in cooperation with program staff, Stone Child College, and Consortium members.
- Identifies and uses existing community resources as needed.
- Carries out project services and project design as described in the Indian Demonstration Proposal.
- Implements internal evaluation activities to document program successes and failures.
- Administers surveys in accordance with the program plan, collect and complies survey data, presents compiled, analyzed data to the external evaluator.
- Make recommendations to the Consortium for program improvement.
- Other duties as assigned.

### APPLICANTS WILL SUBMIT THE FOLLOWING:

- Letter of interest, two (2) current letters of reference
- Official Transcripts, showing degree or copy of diploma
- Resume and SCC Application - applications available at [www.stonechild.edu](http://www.stonechild.edu)
- Proof of Current Montana Driver's License
- Completed background check
- Drug test upon hire, as outlined in the Tribal Ordinance #1-99