



Title:	Indian Education /Title VII, Director
Reports to:	Assistant Superintendent, Curriculum & Instruction
Terms of Employment:	12 Months
Salary:	NC State Salary Schedule

Primary purpose:

Under the direct supervision of the Assistant Superintendent, Curriculum & Instruction the Indian Education Director is responsible for and performs highly responsible and complex duties related to the annual and daily requirements of the Title VII grant. This position will require excellent program management, clerical, organizational, time management, verbal, written, and technology skills.

Responsibilities:

Duties of this job include, but are not limited to:

1. Meets regularly with Assistant Superintendent to discuss all aspects of the Indian Education Director position and program in general. Presents pertinent program assessment and analysis information at these meetings.
2. Completes annual updating of application and performance report requirements for the Indian Education grant.
3. Monitors all aspects of the Indian Education Grant including budget.
4. Maintains ongoing communication with federal, state, and local community individuals as identified within the scope of the Indian Education Grant.
5. Maintains ongoing collaboration with elementary, secondary, and college site administrators in respect to Indian Education.
6. Establishes and maintains all student participation records/files and data as assigned/required.
7. Works both directly and indirectly with students to increase assessment scores related to Reading, English and Math.
8. Monitors Para-educators assigned to Indian Education program.
9. Responsible for all aspects of the Data collection with Secondary, Elementary and Middle schools 506 forms; Responsible for validation of 506 forms.
10. Responsible for producing individual and collective student measured gains data reports.
11. Responsible for community outreach including but not limited to: Education Committees, Tribal council meetings, School Board meetings, Rotary and others as assigned.
12. Responsible for communicating program information and advertising to stakeholders.
13. Attends required state and/or national workshops/conferences.
14. Evaluates students' academic and social growth as reported from staff.
15. Communicates with Indian Education staff and school administration about program progression and student support needed.

16. Assists in the coordination of student services as needed and support staff accordingly.
17. Participates in staff meetings, trainings, and curriculum development programs as required.
18. Coordinates and conducts team meetings, staff development, and curriculum development.
19. Maintains a professional relationship with colleagues, students, and their parents.
20. Presents a positive role model for students and staff that support the mission of the schools and district.
21. Adhere to all Scotland County Board of Education policies and procedures.
22. All other duties as assigned.

Qualifications:

Valid Driver's License

Bachelor's degree of related subject from accredited university
Master's degree preferred but not required

3 years or more experience grant program management and implementation.