

**Northern Arapaho Council  
of Elders  
P.O. Box 8300, Ethete, Wy 82520**

**Job Announcement**

**Position:** Executive Director – Northern Arapaho Council of Elders

**Salary:** \$55,000 Annual Salary  
Annual & Sick Leave

**Opening**

**Date:** April 8, 2008

**Closing**

**Date:** May 8, 2008

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**General Purpose:**

**The Executive Director will provide executive level, administration and management of COE's Arapaho Immersion Grade School operations. Responsible for supervising school staff at both Ethete and Arapahoe Sites. Responsible for controlling the acquisition and distribution of the COE's fiscal, material, and human resources to advance and sustain COE's goals, objectives, and compliance specifications. Performs a wide range of management system activities related to accounting, finance, contracting, property and personnel operations, curriculum development, fundraising and discretionary activities that serve to support both the COE and the Arapaho Immersion Grade School.**

**Supervision:**

**The Executive Director works under the direction of the COE. Immediate supervision and performance evaluations are received from the COE; however, work responsibilities are performed with considerable latitude for independent judgment and action in compliance with COE personnel procedures, professional code of ethics and applicable Federal laws.**

**Supervision Exercised:**

**The Northern Arapaho Council of Elders shall delegate to the Executive Director the authority to manage the Arapaho Immersion Grade School work force and resources to ensure all aspects of school operations are properly and efficiently administered. Delegate authority, project assignments and responsibility to school team leaders, key personnel and standing committees including potential parent advisory committees.**

### **Duties and Responsibilities:**

- **Advise and assists the Council of Elders in planning, recommends administrative policy and implementation processes. Directs the activities of the COE's personnel and professional resources in strategic planning, organizational development, community development, curriculum development, professional development in immersion instruction, resource development, and most important language development.**
- **Works with the COE to recommend policy changes to established personnel policies and procedures manual. Performs performance evaluations of staff. Establishes criteria for retention, promotion, wage increases, etc., and evaluates the need to reprimand, devote or terminate the employment of staff. Hears and resolves complaints and grievances of staff in accordance with ethics and/or grievance process.**
- **Works with Northern Arapaho Chief Financial Officer to prepare the annual budget and approves subsequent modifications in collaboration with the COE, monitors and evaluates accounting systems, audits of accounts and internal control methods. Assures that general fund programs, indirect cost proposals, contract and grant proposals are submitted in compliance with tribal and federal guidelines. Ensures that federal contracts and grant programs request necessary reasonable contract support, indirect costs and program support funding levels.**
- **Works with COE Resource Development Officer and other stakeholders to submit Federal, State and private foundation grants and contracts. Responsible for all fundraising activities, including identifying potential sources. Ensures that appropriate staff submit financial and program reports to Executive Director in a timely and efficient manner. Assists in the negotiations of Tribal Council approved contracts, grant agreements and contracts for services and leases.**
- **Files annual report to IRS in compliance with 501-C3 Non-profit regulations, including submission on the annual audit.**
- **Establish curriculum/lesson plan tracks within the Arapaho Immersion Grade School to ensure grade levels are added annually. Support interval protocols that structure and improve service provision, program support and administrative efficiency of school operations. Recommends, implements and enforces management and maintains management operations and support systems capable of expanding as organizational development occurs. Manages operations and ensures results with respect to overall goals and objectives established by the COE.**

- Works with fluent Arapaho speakers and cultural experts to engage in immersion teacher training opportunities and 2<sup>nd</sup> language acquisition. Works in collaboration with the Arapaho Language & Culture Commission and Wind River Tribal College to develop a Arapaho Immersion Teacher Certification Program. Works with national Partners in Native language revitalization to bring resources, networking and training opportunities to stakeholders in the COE. Develops teacher and student evaluation forms to assess effectiveness of teaching methods.
- Interprets legal documents and government regulations; analyzes and compiles written documents; identifies and resolves administrative problems. Develops internal monitoring and evaluation systems for the Arapaho Immersion Grade School. Coordinates external evaluation systems in compliance with Federal criteria (i.e. the GAO) for operations of Federal Grants and Contracts.
- Works to recruit families, markets school project and, develop strategic media plan.
- Responsible for facilities operations including maintenance and renovations, securing bids, keeping facilities up to code.
- Coordinates regular supervisors meetings with staff, in-service training, evaluates the effectiveness of learning strategies, identifies administrative problem areas, prescribes and monitors corrective action plans. Directs the development and implementation of all overall goals, objectives, policies and procedures; directs and ensures proper coordination of all administrative affairs and staffing.
- Coordinates COE meetings, request, and agenda items.

### **Qualifications:**

- Strong knowledge in Arapaho language and culture fluency preferred if not fluent must be willing to engage in Arapaho Language acquisition.
- Respectful demeanor and attitude towards the entire tribe and specifically elders and participate in Immersion School.
- Knowledge of management and accounting practices.
- Demonstrate ability to have strong communication skills, both verbal & written.
- Applicant must demonstrate knowledge of 2<sup>nd</sup> language acquisition, culturally responsive learning methods, and most important Immersion teaching techniques.
- Demonstrates ability to plan and direct complex work projects. Ability to develop, presents and gains acceptance of long-range program plans and budgets.

- **Applicant must demonstrate knowledge of Native American Languages Act, Esther Martinez Native Language Preservation Act, language trends, existing language schools and networking opportunities.**
- **Demonstrate ability to manage staff, grants, contracts, and generally accepted accounting practices.**
- **Post Secondary Degree in Education or related field Required.**
- **Qualified Northern Arapaho Tribal Member preference will apply.**

**To Apply: Applications may be picked up the Wind River Tribal College @ Ethete, Wy**

**For more Information contact: (307) 335-8243**