



SITTING BULL COLLEGE 9299 HWY 24 FORT YATES, ND 58538

www.sittingbull.edu

701.854.8000

EMPLOYMENT OPPORTUNITIES

Closing Date: Until Filled
POSITION TITLE: ABE/GED Director
 (Adult Basic Education)
LOCATION: Sitting Bull College
 Fort Yates, ND
SALARY: Administrative, Level IV (Exempt)
 (\$39,800-\$48,800)
SUPERVISION: Vice President of Operations

SUMMARY OF WORK:

Coordinate and direct the following contracts and grants and all activities for: the BIA 638 contract and AmeriCorps Tribal grant which relate to the ABE/GED program.

DUTIES AND RESPONSIBILITIES:

1. Responsible for day-to-day activities associated with the ABE/GED program.
2. Complete all required reports for the North Dakota, South Dakota, Tribal, and granting agencies.
3. Oversee and instruct basic skills to students enrolled in the ABE/GED program.
4. Participate in AmeriCorps member training and provide training for tutors hired through the Corporation for National and Community Services (CNS) grant.
5. Hire, train, and supervise ABE/GED tutors including AmeriCorps members in both North and South Dakota portions of the reservation and provide technical assistance when necessary.
6. Train tutors in the educational tutoring software programs.
7. Supervise and coordinate GED testing and identify students ready for GED official testing.
8. Maintain and post tutoring and testing schedules including AmeriCorps members.
9. Help recruit students for the program, including being responsible for any public relation materials that need to be distributed.
10. Maintain a log-in/data base of all students entering the GED program.
11. Maintain supporting documentation for disbursement.
12. Responsible for budget changes and maintaining budgets for the BIA 638 contract, and AmeriCorps Tribal grant.
13. Responsible for developing and maintaining a cuff account for the BIA 638 contract, and AmeriCorps Tribal grant.
14. Responsible for all grant reports to the appropriate agencies for the BIA 638 contract, and AmeriCorps Tribal grant.
15. Responsible for purchase orders, check requests, travel requests, etc for all contracts and grants relating to the ABE/GED program.
16. Provide quarterly reports to the SBC Board of Trustees.
17. Develop program proposals for state funding, BIA, and other funding agencies.

18. Act in a liaison capacity among various agencies that work with adult education.
19. Must communicate effectively with others.
20. Other duties as assigned by the Vice President of Operatons.
21. Provide friendly, helpful customer service to students, clients and visitors.
22. Attend all scheduled college functions and meetings as required.
23. Serve on college committees as appointed.
24. Promote and participate in student and community activities. (i.e. clubs, AIHEC, cultural events, Volunteerism.)
25. Promote and recruit students for Sitting Bull College.

QUALIFICATIONS:

1. Bachelor's degree in education or related field.
2. Minimum of two (2) years teaching adult learners preferred.
3. Must be capable of fostering a positive self concept and motivation within students and tutors.
4. Excellent speaking, writing, and computer skills required.
5. Knowledge of working with tribal and federal programs.

New hires are subject to Federal, State, Tribal background checks and pre-employment drug/alcohol testing. AA * EEO * M * F * B Employer

Please submit: Cover letter, Resume, official transcripts, 3 current reference letters signed and dated (1 from immediate supervisor), certificate of Indian blood (if applicable), copy of Social Security Card & Valid driver's license & SBC Background check to:

Personnel Office Sitting Bull College 9299 HWY 24 Fort Yates, ND 58538 (701)854-8004

Any applicant not having the above documents enclosed will not be considered