



SITTING BULL COLLEGE 9299 HWY 24 FORT YATES, ND 58538

www.sittingbull.edu

701.854.8000

EMPLOYMENT OPPORTUNITIES

Closing Date: Until Filled
POSITION TITLE: Wichakini Project Director
LOCATION: Family Support Center
 Sitting Bull College
 Fort Yates, ND
SALARY: Administrative Level IV
 (\$39,800-\$48,800)
SUPERVISION: SBC Director of the Education Department

SUMMARY OF WORK:

All activities directly related to grant goals and objectives will be planned, managed, and coordinated by the project director.

Duties and Responsibilities:

1. Responsible for day-to-day administration of the ANA grant
2. Insure objectives of the ANA grant are being met.
3. Recruit, hire, supervise and evaluate program staff using established policies.
4. Make quarterly reports to the Vice President of Academics who reviews the work of the ANA program and distributes to administration and Board of Trustees.
5. Conduct ongoing formative and summative program evaluation of progress toward grant goals and objectives.
6. Prepare all project reports, continuation and overall grant proposals.
7. Maintain the budget for the ANA grant, supervise the expenditures and give quarterly reports of such expenditure to the Vice President of Academics, prepare budget modifications when needed.
8. Work with the North Dakota Department of Instruction for approval of the program and maintain relationship with them.
9. Develop and maintain an environment conducive to the teaching and learning process.
10. Prepare and administer the program budget.
11. Manage all project funds according to established accounting policies and procedures
12. Ensure that all financial records for the program are up to date
13. Ensure financial reports and supporting documentation for funders are prepared as outlined in funding agreements
14. Maintain inventory of department equipment.
15. Establish and hold leadership and parent meetings.
16. Communicate effectively with others.
17. Promote and recruit students for the program.
18. Work with Curriculum/Assessment Manager to pilot and implement curriculum for all grade levels.

Qualifications:

1. Bachelor's Degree in Education, Lakota Language/studies, curriculum or related field preferred, Bachelor's Degree required.
2. Previous successful experience as a teacher preferred.
3. Have knowledge and experience working with federal and tribal programs.
4. Knowledge of Lakota culture, language and the Standing Rock Indian Reservation.
5. Indian preference in employment will be considered with submission of Certificate Degree of Indian Blood (CDIB).
6. Must successfully pass a verified pre-employment drug test.
7. Must successfully pass a Child Care Background check.

New hires are subject to Tribal background check and pre-employment drug/alcohol testing. Must be drug and alcohol free. 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