Muscogee (Creek) Nation

Human Resource Management Services

Employee Requisition

PO BOX 580
OKMULGEE, OK 74447
Telephone (918) 732-7827
Toll-Free (800) 482-1979
Fax (918) 756-2284

Submitted Date 03/29/2016	Employee Requisition Number	**JOB OPPORTUNITY**	
Title/Position: **EDUCATION SPECIALIST**			
Pay Grade SG 11	Salary Range $35,859-46,820	Classification Full Time	
Department: SECRETARY OF EDUCATION/TRAINING	Location: Wetumka	Location Code: 100	FT/PT 1-Full Time

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary:	The Education Specialist will oversee a variety of assignments to provide educational and developmental support to Native American students, school faculty, and staff in local school systems while creating a strong connection between the Muscogee (Creek) Nation, State Department of Education, and the schools in which they serve by performing the following duties:
Principal Duties and Responsibilities:	1. Communicate effectively with others and maintain favorable public relations. 2. Work alongside educators, students, and parents to promote tribal relations, education, heritage, and self-sufficiency. 3. Facilitate professional learning communities within school settings. 4. Research and gather information regarding tribal education programs and higher education to advocate for college and career readiness among Native students. 5. Contribute to curriculum design of cultural responsiveness and tribal appreciation. 6. Prepare and update forms, brochures, publications, and other informational materials used by tribal students, tribal parents, educators, and other stakeholders. 7. Provide assistance in the development of testing and assessment materials for Native American students. 8. Maintain up-to-date documentation and record keeping of activities and tasks performed. 9. Be able to interpret laws, policies, and regulations pertaining to the grant and effectiveness of services. 10. Occasionally stay after hours when necessary to complete tasks or attend meetings and events. 11. Compile and Evaluate educational data used to track grant objectives. 12. Create and administer questionnaires to assess professional development trainings. 13. Prepare narratives and statistical reports to be submitted to TEA, LEA, and SEA as required.

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	14. Dress and conduct self in a professional manner befitting the position and our tribe, at all times. 15. Report suspected child abuse/neglect as required by the Muscogee (Creek) Nation policies, and tribal, state, and federal laws. 16. Coordinate professional development and/or other specialized programs and in-service trainings for educators and parents. 17. Research activities concerned with elementary, secondary, college or other specialized educational programs and align services provided to Native students.
Minimum Requirements:	Bachelor's Degree
Preferred Requirements:	Master's Degree with experience related to working alongside Native students.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

Competencies:

Customer Service: Responds promptly to customer needs.

Interpersonal Skills: Maintains confidentiality; Keeps emotions under control.

Oral Communication: Speaks clearly and persuasively in positive or negative situations; Participates in meetings.

Written Communication: Writes clearly and informatively; Able to read and interpret written information.

Teamwork: Balances team and individual responsibilities.

Visionary Leadership: Inspires respect and trust.

Ethics: Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support: Follows policies and procedures; Supports organization's goals and values.

Quality: Demonstrates accuracy and thoroughness.

Quantity: Completes work in timely manner.

Safety and Security: Observes safety and security procedures.

Attendance/Punctuality: Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability: Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: ☐Up to 50 lbs. ☐Up to 100 lbs. ☐Over 100 lbs.

☐Physical Exam Required

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Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- ☐ Fumes or airborne particles
- ☐ Outside weather conditions
- ☐ Toxic or caustic chemicals
- ☐ Risk of electrical shock
- ☐ Vibration
- ☐ Loud Noise

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.