



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2025-008
EDUCATION
ASSISTANT DIRECTOR

Position Title:	Assistant Director	Pay Level:	\$74,629.73-\$111,944.59
Position Open Date:	4/22/2025-Until Filled	Classification:	Exempt
Position Status:	Full-Time	Location:	Education
Supervisor:	Director Education		

POSITION SUMMARY:

Provide quality educational programs and opportunities to all members of the Pueblo Jemez; through the management of Self Governance programs supporting students (early childhood- adult ed.) to achieve academic success. Coordinate with Director to build partnerships and foster effective collaborations and is responsible for maintaining the Pueblo of Jemez Education Collaborative Team including: POJ tribal programs, local school administrators, and Jemez educators/community members.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION & EXPERIENCE:

Bachelor's degree in education or related field required; Master's degree preferred; AND three (3) years of educational program planning and administration experience.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License
Background Investigation
CPR and First Aid certification within six (60 months of date of employment.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

ESSENTIAL FUNCTIONS:

- Assists Director in providing direction, technical assistance, guidance, supervision and oversight of the Jemez Department of Education programs, services and budgets.
- Work to build partnerships and foster effective collaborations and is responsible for maintaining the Pueblo of Jemez Education Collaborative Team.
- Writes and prepares contracts, agreements, proposals, budgets, narrative and financial reports. Evaluates effectiveness of programs and implements modifications.
- Work with internal and external partners to engage them on key issues, priorities, funding opportunities, and concerns within the Jemez Education system.
- Provide strategic guidance to the Pueblo of Jemez community schools in order to support the overall goals of the Pueblo of Jemez.
- Collaborates with the Education Director and other education partners to support and coordinate a viable virtual learning program through integration of fiber/wireless technology, multimedia, and on-line instruction.
- Develop a depth of understanding and knowledge of New Mexico/Federal laws, National and International standards in Education.
- Lead and manage change; tackle complex and challenging problems; work collaboratively with community schools, Pueblo of Jemez tribal programs and community toward a common Education vision.
- Create and manage an integrated strategy that involves on-going communications as well as advocacy with key audiences including policy makers, tribal leadership, parents and teachers as appropriate.
- Enhance professional growth and development through participation in educational programs, meetings, and workshops; attends meetings and conferences; coordinates information exchange.
- Assist Director in preparing annual operating budget and forecasts, track expenditures, create and analyze statistical and financial reports.
- Work with Director to develop strategic plan, with goals, timelines and evaluations.
- Supervises Program Managers and Coordinates as delegated and/or assigned, Contract Workers, Student Interns, Tutors, and Teachers (summer school/out of programming), etc.
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- Principles and practices of educational program planning, development, implementation and administration.
- Principles, practices and methods of community education need assessments and program evaluation.
- Federal Law, Regulations and Policies Governing all aspects of Education. Consolidated Education, Self-Governance, Federal Formula Funding, Impact Aid, etc.
- Local, National, International Education trends in support of community needs, resources and opportunities.
- Rules and regulations pertaining to grant/program goals, objectives and activities.
- Sound budgetary practices and terminology.
- Grant writing and administration.
- Computer applications related to assigned duties and activities.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Skill in:

- Managing program and project goals, objectives, procedures and work standards.
- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Providing customer services in the most cost effective and efficient manner.
- Planning, organizing and administering recreation/cultural programs and activities.
- Exercising sound independent judgement within general procedural guidelines.
- Making accurate arithmetic calculations.
- Preparing clear, concise and complete reports, correspondence and other written materials.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Communicating effectively in oral and written forms.

To apply for the position posted, please apply as follows

Send;

Pueblo of Jemez Job Application

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez-Attention Human Resources Department

PO Box 100

Jemez Pueblo, NM 87024