



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2025-064
EDUCATION
EDUCATION SERVICES MANAGER

Position Title:	Education Services Manager	Pay Level:	\$29.03-\$43.54
Position Open Date:	8/6/2025- Until Filled	Classification:	Exempt
Position Status:	Full-Time	Location:	Education
Supervisor:	Director Education		

POSITION SUMMARY:

Responsible for planning, developing, implementing and evaluating the services and programs provided including the Bureau of Indian Affairs (BIA) Consolidated Tribal Grant Program-Self Governance Compact, Career Technical Education Courses, Pre-College Programs, College Advisement, Summer Enrichment, Virtual Learning opportunities and Intervention/Prevention programs.

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 a closely related field; 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 (6) 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:

- Provides direction and oversight of the Education Services Center of the Pueblo of Jemez Education Department.
- Plans, develops, implements and evaluates the services and programs provided including the Bureau of Indian Affairs (BIA) Consolidate Tribal Grant Program- Self Governance Compact (Adult Education/GED, Johnson O'Malley, & BIA Higher Education), Career Technical Education Courses, Pre-College Programs, College Advisement, Summer Enrichment and Distance Learning opportunities.
- Writes and prepares contracts, agreements, and proposals, budgets, and financial and narrative reports.
- Plans and administers the Career Technical Education program in partnership with Higher Ed Institutions and local schools.
- Designs and develops employment opportunities for students and adults through collaboration with private, local, tribal, state and federal agencies.
- Works with the Jemez Scholarship committee and administers scholarship activities including review of applications and notification to recipients.
- Develops and coordinates pre-college programs with local community schools and schools with significant Jemez student populations.
- Provides college and career advisement, job training, and support to post-secondary students, and to those in the job placement & training program.
- Collaborates with the Education Director and other education partners to develop and coordinate a viable virtual learning program through multimedia, broadband, high speed and internet instruction.
- Maintains education files, college materials and other educational opportunities.
- Enhances professional growth and development through participation in educational programs, meetings, and workshops; attends meetings and conferences; coordinates information exchange.
- Evaluates the effectiveness of programs and makes modifications as required.
- Uses a variety of standard office equipment in the performance of the work.
- Supervise Student Outreach Coordinators, Contract Workers, Tutors, and Student Interns
- 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.
- Education trends and community needs and resources.
- Rules and regulations pertaining to activities.
- 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 judgment 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