



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2026-056
EDUCATION
DIRECTOR, EDUCATION

Position Title: Director, Education
Position Open Date: 7/6/2026-Until Filled
Position Status: Full-Time
Supervisor: Tribal Administrator

Pay Level: \$96,235.78- \$144,353.66
Classification: Exempt
Location: Education

POSITION SUMMARY:

The Education Director is responsible for the overall direction and administration of the programs and services of the Education Department under the direction of the Tribal Administrator.

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; Minimum five years administrative and supervisory experience in educational programs; grant writing experience preferred.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License
Background Investigation

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.

ESSENTIAL FUNCTIONS:

- Prepare budget and grant applications along with relevant program managers; participates as key liaison in budget negotiations and contract reviews by funding agencies. Exercise budget control over program contracts and grants.
- Serve as the focal point for the Education Department to assure mission objective and initiatives are accomplished, measure accomplished against established local standards and criteria for productivity and resource utilization. Based on analysis of studies/trends develop alternative course of action to improve effectiveness including change of managerial direction, adjusted work procedures, staffing patterns and fund allocations.
- Coordinates with Grant Writer to seek to new education program resources and program models from federal, state and private agencies for the Education Department.
- Follows and communicate policy for the education program staff in such areas as program emphasis, administration, personnel, financial reporting, purchasing procurement and property.
- Provide staff supervision, staff performance evaluations, job training and orientation, use of employee diagnostic instruments for performance and improvements and evaluation and implementation of performance management systems specific to departmental issues. Maintain personnel policies and practices for the Education Department programs.
- Delegate appropriate authority to subordinate supervisors and hold them accountable for the performance of their assigned staff.
- Develop and recommend policies relative to training, field outreach, data collection, evaluation, personnel and education.
- Assure coordination among program staff and projects, including the respective staff, by management joint planning, ensuring positive communication, organizing workloads and task distribution, cross training of staff, and enforcement of program and procedures.
- Participated in screening, interviewing, and selection of applicants ensuring the Personnel Policies & Procedures are adhere to.
- Prepare departmental strategic plan for the Education Department defining goals which can be reviewed and evaluated on an ongoing basis.
- Coordinate with Compliance Officer to monitor work plans, policies and procedures, and programmatic goals and objectives to assure compliance with respective governmental, agency of tribal regulations.
- Maintain positive communication and relationships with the staff, Governors, Tribal Council, and the community at large. Represent the needs and requirements of the tribal government to all funding and regulatory agencies, including governmental, and community agencies.
- Work continually with other education professionals and organizations to ensure that the highest quality of services may be rendered to clients at all times.

- Responsible for the ongoing implementation and evaluation of the overall contracting process for the assumption of the Education programs.
- Provide presentations and updates to the supervisor, Governors, Tribal Council, and Education Department staff as needed.
- Attend directors meeting and submits bi-weekly reports to supervisor.
- Enhance professional growth and development through participation in educational programs, meeting, and workshops.
- Performs other related duties as assigned by supervisor.
- Supervisory responsibilities
- 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:

- Practical knowledge and skills basic administrative management principles and practices.
- Knowledge of the fiscal management principles and practices in preparation of budget formulation and submission.
- Knowledgeable of federal contracting and self-governance (P.L. 93-638).
- Ability to work under stress, interruptions and tight deadlines.
- Ability to assign and delegate work, problem solve, and answer questions and evaluate results of performance.
- Knowledgeable and sensitive to the Native American culture.

Skill in:

- Skill in operating as a team for the management and direction of the Education Department.
- Strong interpersonal and communication skills.
- Ability to work effectively with a wide range of constituencies in a diverse community.

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