
Karuk Community Health Clinic

64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270

Karuk Tribe**Administrative Office**

Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Karuk Dental Clinic

64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

Vacancy Announcement

Title: Education Department Director

Reports To: Chairman, or Designee

Location: Happy Camp, CA; with service to Orleans, CA and Yreka, CA

Assigned Work Location: Happy Camp, CA

Classification: Full time, Regular, Exempt

Salary: \$60,000 to \$90,000 per year, DOE

Summary: The Education Director will be responsible for administering all day-to-day operations of the Education Department programs including, but not limited to, BIA-funded Higher Education Grant, tutoring services, College and Career readiness, community-based cultural events, language program and other educational enrichment activities. The Education Director is also responsible for the implementation of program activities to achieve Education Department goals and objectives. The Director supervises Education Department staff to achieve program's mission, vision, and goals. The Education Department Director manages grants and budgets. The Education Program Director provides career planning, disseminates program information and application forms, assists with the completion of application forms, establishes and maintains applicant data bases in a continuously updated system, processes requests for payment of cash assistance, identifies needs for new educational assistance and programs. The Director will work collaboratively with other Tribal staff to identify needs and secure additional funding to support more educational resources and programs. The Director coordinates with the Tribal Administration, Tribal Council, The Community, and Local Schools to ensure the Department is meeting the needs of Tribal members and students.

Application Deadline: September 2, 2025 by 5:00 PM

Applications are available at all Tribal Offices or on the Internet at www.karuk.us. The Karuk Tribe's TERO Preference and Drug and Alcohol Policy apply. If selected, applicants must Successfully pass a drug screening and be willing to submit to a criminal background check.

Job Descriptions are available online at: www.karuk.us or by contacting the Human Resources Department at: Telephone: (530) 493-1600 ext. 2043 or ext. 2038, Fax: (855) 437-7888, or Email at humanresources@karuk.us

Position Description

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Responsibilities:

1. Responsible for the day-to-day operation of all program elements, functions, and services of the Tribe's Education Department programs.
2. Provides Budget oversight and planning for Education Department funding.
3. Creating and maintaining a positive learning environment by modeling motivational behavior in the Department for staff, students and parents, during all phases of the program.
4. Responsible for submittal of all required paperwork in a timely manner, including payroll, accounts payable, employee status changes, and travel requests.
5. Must ensure adherence to all Karuk Tribe approved policies and procedures.

6. Responsible for ensuring proper staffing levels and hiring staff in accordance to the hiring policies and procedures.
7. Responsible for completion of staff performance evaluations and performance management.
8. Provides training for program staff as needed including required mandatory annual trainings.
9. Responsible for implementation and oversight of Education Programs, which will enhance the Department's goals and objectives include, but not limited to, Higher Education Grant Program, tutoring services, and bookmobile events.
10. Conducts routine program evaluations and reviews to ensure complete program compliance and effectiveness. Initiates improvement plans as needed.
11. Prepares and submits grant proposals to Federal, State, and other entities for funding for the Tribe's Education Department programs.
12. Responsible for compliance with appropriate Federal, State or other entities' program requirements. Directly responsible for submittal of all required reports to funding agencies, with the exception of the fiscal reports, which are prepared by the Tribe's fiscal staff.
13. Conducts meetings with the community and local schools to collaborate on the needs of the children attending the program. Attends local and out-of-area meetings as required.
14. Ensures that parents, Parent Committee and the schools are kept up-to-date on the progress/status of the students, as deemed appropriate. Collects and reviews student records to determine initial or continuing eligibility for Tribal educational assistance.
15. Maintains Tribal student/applicant participant files, records and documents according to the Tribe's confidentiality policies; updates student data bases continuously, and meets internally and externally-imposed deadlines for submission of updated information pursuant to Tribal and outside agency requirements
16. Acts as a liaison between the Tribe, Tribal community, students, schools and public agencies; facilitating education related development. Advocate on behalf of students/families on issues such as special learning needs, attendance, behavior, etc. for school age Tribal Youth.
17. Supervises Karuk Tribe Language Program staff.
18. Be polite and maintain a priority system in accepting other position related duties as assigned.

Qualifications:

1. Have the ability to work effectively with Native American people in culturally diverse environment.

2. Have the ability to identify and resolve issues in a timely matter and make responsible decisions.
3. Maintains a friendly and courteous manner with internal and external interactions.
4. Have the ability to manage time well and work under stressful conditions with an even temperament.
5. Have the ability to establish and maintain harmonious working relationships with other employees and the public.
6. Have the ability to understand and follow oral and written instructions.
7. Actively works to advance the Education Program of the Tribe, including grant planning and successfully securing additional funding.

Requirements:

1. Bachelor's Degree in a related field or AA Degree with two years' experience in educational programs requiring working-level knowledge and skills in interviewing techniques, information gathering, information verification, development and maintenance of computerized data bases, analysis and interpretation of financial and other confidential data, and filing and recordkeeping practices.
2. Two years of supervisory experience highly desired.
3. Must have knowledge of rules, regulations, goals and eligibility criteria for Tribal educational assistance, as well as non-Tribal (i.e., county, state and federal) programs to which Tribal members may be referred for additional assistance.
4. Must have demonstrated ability to learn and apply the policies, procedures, rules and regulations governing eligibility for, and participation in, Tribal educational assistance.
5. Must have knowledge of Karuk Tribal customs, heritage and values.
6. Must have demonstrated ability to meet internally and externally imposed deadlines and to respond effectively to sometimes frustrating and unforeseeable complications in the performance of assigned duties.
7. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
8. Must have demonstrated ability to work in culturally diverse environments; demonstrated ability to work collaboratively with other Tribal personnel; demonstrated commitment to serving Tribal communities in a creative, problem-solving mode.
9. Must have strong oral and written communication skills; demonstrated ability to use computer data and word processing programs as professional tools; demonstrated ability to analyze and interpret written, numerical and verbal data from various sources; demonstrated ability to prepare clear, concise and accurate records and reports.
10. Must adhere to confidentiality policy.

11. Must successfully pass a pre-employment drug screening test criminal background check.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Veteran's Preference: It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

Committee Approved: July 14, 2025

Employee's Signature: _____

**** Employees must sign position descriptions annually, during their evaluation.**