

JOB OPENING ANNOUNCEMENT

Job Title: JOM Manager

Report To: Chairperson

Department: JOM

Job Vacancy: YAN-23-066

Status: Full-Time; Exempt

Starting Wage: DOE

Opening Date: 8-7-2023

Closing Date: Until Filled

POSITION DESCRIPTION:

The JOM Manager is responsible for the overall management and implementation of the JOM educational programs, the JOM grant, and special interest activities for students ages three (3) years old to twelfth (12th) grade.

QUALIFICATIONS:

- High School Diploma or GED, plus advance college course work in education.
- Minimum three (3) years educational program experience, prefer at least one (1) year experience with Native American students and tribal involvement.
- Ability to read, analyze and interpret moderately complex data.
- Prior three (3) years of management experienced preferred.
- Prior supervisory experienced preferred.
- Ability to communicate effectively and diplomatically with different age groups required.
- Ability to make effective presentations on controversial or complex topics.
- Ability to apply principles of logical or scientific thinking to a wide variety of intellectual and practical problems.
- Evidence of continuing education to maintain any required certifications/licenses and update knowledge and skills.
- Ability to obtain and maintain a CPR/First Aid certificate.
- Ability to obtain a State of Arizona Department of Public Safety-Level One Fingerprint Clearance Card per school requirements.
- Must have a valid Arizona Driver's License and be insurable under the Nation's auto insurance policy and sustain insurability throughout the duration of employment.

DUTIES AND RESPONSIBILITIES:

- Manages and assigns staff and programs in the best interest of the Yavapai-Apache Nation.
- Develop and manage a system for overseeing, developing and maintaining the educational programs for the enrolled tribal youth on and off the reservation.
- Works directly with the local public school districts in the planning, organizing, and ensuring the implementation of educational services involving tribal students.
- Plans for future educational programs in conjunction with local school districts.

- Coordinate with school teachers and staff of the eligible JOM students, in providing tutorial services, ensuring that students are exhibiting measurable improvement in the grades.
- Monitor and ensure the JOM Supplemental Grant Program is being implemented in accordance with the program's application, and State/Federal Regulations.
- Prepares and submits required applications, amendments, funds and/or other reports to the Arizona Department of Education and the Arizona Office of Indian Education.
- Maintain up-to-date list of all eligible JOM students.
- Conducts a Needs Assessment for the purpose of identifying the educational needs of Native American students.
- Develops, administers and effectively manages program budget.
- Monitors expenditures to ensure that budget forecasts are met.
- Ensures that trainings and development opportunities are maximized for assigned staff.
- Evaluates and reviews the performance of assigned staff.
- Supports and interfaces with other employees and tribal members.
- Conducts, attends and interacts in meetings with Yavapai-Apache personnel, other public agencies and the public when needed.
- Maintains professional education and interaction at meetings/conferences to keep abreast of changes in requirements which affect the Yavapai-Apache Nation and current trends in the field.
- Maintains a positive working relationship with other tribal employees.
- Performs other duties as assigned by the Executive Administration; Chairperson/Vice Chairperson.

Physical Requirements

The employee must occasionally lift and/or move up to ten (10) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting; while some activities maybe a little louder. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to finger; handle or operate objects; tools or controls; and reach with hands and arms.

How to apply: Please submit your resume and application to:
Yavapai-Apache Nation / Human Resources
2400 W. Datsi / Camp Verde, AZ 86322
P: 928-567-1062 / Fax: 928-567-1064
www.yavapai-apache.org

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING**

