



Chickahominy Indian Tribe, Chickahominy Indian Tribe - Eastern Division (Nations),
Monacan Indian Nation, Nansemond Indian Nation, Pamunkey Indian Tribe,
Rappahannock Indian Tribe, Upper Mattaponi Indian Tribe

Virginia Tribal Education Consortium

POSITION TITLE: VTEC Tribal Liaison (STEP)

SUPERVISOR: STEP Project Director

STATUS: Full-Time, Exempt

POSTING: July 18, 2022

CLOSING: July 29, 2022

Job Summary: The Virginia Tribal Education Consortium is seeking a qualified individual as a Tribal Liaison position to support the VTEC's engagement in the process of revising Virginia's History and Social Science standards to reflect accurate and equitable inclusion of Virginia Indian History. The Tribal Liaison will work independently and collaboratively to accomplish varied tasks and assignments in support of the VTEC STEP grant to continue a meaningful working relationship between VTEC, VDOE, Local Education Agencies (LEAs). The Tribal Liaison designs curriculum-based instruction, educator professional development, and design work-based knowledge activities, ensuring proper education support to all tribal citizens, and liaison with local community resources. The Tribal Liaison will prepare and implement the educational work plan, attend VDOE and VTEC meetings, professional development, and training convened by VDOE in support of VTEC. The Tribal Liaison will collaborate with VDOE policy makers on ESSA requirements. The STEP Tribal Liaison will participate in VTEC events, other fundraising activities, and Board meetings.

This position is currently grant funded, ending on September 30, 2023. Additional grant opportunities and other funding opportunities are being evaluated.

Salary and Benefits: The salary for this position is \$70,000 per year. Benefits for eligible full-time employees include 401K, paid time off (PTO), paid holidays, bereavement leave, parental leave, and 100% paid health, dental, vision benefits.

Duties and Responsibilities:

- Coordinate with the VTEC STEP Project Director to monitor the goals, objectives, and performance measures.
- Communicates relevant information to staff and VTEC.
- Oversee student education plans, funding plans, and support services plans.
- Supervise the creation and maintenance of student files.
- Review plans, policies, procedures, and practices to enhance recruiting and retention of educators knowledgeable and trained in Virginia Tribal language, culture, and history.
- Communicate training opportunities with teachers to attend that include Virginia Tribal language, culture, and history activities.
- Support professional development across early, elementary, and high school initiatives and systems that will be measured by participant pre and post knowledge assessments.
- Facilitate opportunities to assist teachers at all levels in developing relationships with Tribal communities.

- Track the increase of the number of Tribal community members involved in teacher recruitment using surveys and data gathered from assessments quarterly.
- Active participation in local workforce ready community activities.
- Use ACT Workforce Profiler data to analyze and align education and training content to the identified job skills.
- Aid school leaders to understand the fundamentals of work-based learning experiences that include a list of career exploration, internships, apprenticeships, and fellowships available.
- Support access for Native students to the ACT WorkKeys system.
- Support the development of strategic plans to enhance workforce development as measured by surveys, self-assessments, pre- and post-professional development assessments, and quality improvement plans.
- Promote community and family engagement and measure Tribal participation and communication.
- Support LEAs begin the Indian Education Formula Grant process.
- Network with the employment agencies to assist students with job placement and other services and identify potential workshops' job entry skills.
- Coordinating with the Project Evaluator to develop course evaluation forms and ensure complete and on-going program evaluation
- Participate in special events, other fundraising efforts, and Board meetings as directed
- Recruit and supervise temporary interns and other volunteers supporting VTEC
- Performs any other duties, as necessary.

Position Requirements:

- 4-year postsecondary degree, Master's degree in Education or Teaching preferred.
- Specialized experience in the Education field.
- Ability to work independently with minimal supervision.
- Ability to write, review, and edit information and reports.
- Ability to understand research program operations, analyze and systematically compile technical and statistical information, and to prepare reports and correspondence.
- Ability to understand and follow Federal, State, local, and Tribal Governmental laws and regulations regarding grant administration.
- Ability to communicate orally and in writing with the Tribal Leaders and Representatives, Focus Groups, Tribal Members and the public.
- Ability to present information to various audiences using various methods (email, audio conferences, face to face meetings, etc.
- Ability to work effectively with a variety of staff, governmental and institutional representatives, Tribal Volunteers, and the public.
- Ability to respond effectively to sensitive inquires, utilize professionalism and diplomacy, and Ability to respond to complex assignments with significant attention to detail, accuracy and timeliness.
- maintain confidentiality.
- Proficiency in Microsoft Office.
- Strong organizational, analytical, and problem-solving skills.
- Background or experience in Native American affairs.
- Current driver's license and must be willing to travel and work evenings/weekends, if needed.

Special Requirements:

- Finalists for this position may be required to undergo a criminal history background check.

Application Process:

- Applicants must submit a completed *VTEC Employment Application*, cover letter, and resume.
- Applications must be received no later than 5:00 p.m. EST on July 29, 2022.
- Incomplete and late applications will not be considered.
- Email applications to:
 - Dr. May Edwards, Chairperson at may.edwards@vtecinc.org
- Indian Preference will be given to individuals that submit a completed [BIA Form 4432](#).
 - Legal authority for Indian Preference can be found in Title 25, [USC § 5116](#); Title 25, CFR, [Part 5 § 5.2](#).



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Application For Employment

Please print or type. The application must be fully completed to be considered. Please complete each section, even if you attach a resume.

Personal Information

Name

Address	City	State	Zip
Phone Number	Email Address		
Are you eligible to work in the US? Yes <input type="checkbox"/> No <input type="checkbox"/>	Are you a Veteran? Yes <input type="checkbox"/> No <input type="checkbox"/>		

* VTEC practices Tribal/Indian Preference ([25 USC § 5116](#); [25 CFR § 5.2](#)).

Are you Native American? Yes No

*If yes, what is your tribal affiliation?

Have you ever been convicted of a felony, misdemeanor, or other crime? Yes No

*If yes, give date and reason.

Are you an immediate family member (parent, spouse, child, stepchild, or sibling) living with a Board member or employee, or potential contractor to the Tribe? Yes No

*If yes, what is your position or relation?

Position

Position You Are Applying For	Available Start Date Click or tap to enter a date.	Desired Pay Click or tap to enter a date.
Employment Desired	Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>
		Volunteer/Intern <input type="checkbox"/>

Availability

Monday	Tuesday	Wednesday	Thursday	Friday

Education

School Name	Location	Years Attended	Degree Received	Major

References

Name	Title	Company	Phone

Employment History

Employer (1)	Job Title		Dates Employed
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	Zip
Employer (2)	Job Title		Dates Employed
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	Zip
Employer (3)	Job Title		Dates Employed
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	Zip

Signature Disclaimer

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my employment being terminated.

I understand that employment with the Virginia Tribal Education Consortium is "At-Will" meaning VTEC or its employees may terminate the employment relationship at any time, for any reason, or for no reason, with or without notice.

I understand VTEC maintains a drug-free, smoke-free, and alcohol-free workplace.

I understand that employment is contingent upon reference and background checks.

In the event of employment, I will comply with all policies and procedures of VTEC, and I understand VTEC retains the rights to amend, modify, add, or delete any or all policies or procedures at its sole and absolute discretion.

Applications are only accepted and reviewed for positions posted as vacant or currently posted. Applications are not held or reviewed for future positions.

Signature

Name (Print)

Date