

JOB DESCRIPTION

Title: Executive Director

Position Summary:

This individual will serve as the Executive Director, directing the overall operations, including special education curriculum development and instruction, residential programming, early intervention, adult programming, respite, facilities, food services, transportation, human resources, technology, volunteer programs, social services, nursing, development, administration and financial management; and providing a liaison with outside agencies, community, and organizations.

Duties & Responsibilities:

- Reports to the Board of Directors.
- Provides leadership and direction in all aspects of administering a school and home for Navajo children, young adults and adults with disabilities.
- Establishes and implements short and long range goals, objectives, policies and operating procedures.
- Plans, develops and manages the budget.
- Directs and supervises department directors and cost pool managers on implementation of mission statements regarding special education programs, residential programs, early intervention, adult programs, respite, community outreach programs, curriculum planning and development; oversees administration of policies and procedures, facilities, programs and related services.
- Represents the school to various internal programs as well as externally to governmental agencies, tribal governments, education agencies, human service agencies, community/civic groups, prospective students and their parents, alumni, volunteers, donors, prospective funding agencies including federal, state, tribal and the general public.
- Creates and develops avenues of communication for all staff.
- Plans, develops and implements strategies for generating resources and/or revenues, including direct mail fund raising, for the school.
- Recommends and participates in the development of and establishes school/organization policies and procedures; may serve on school/organization planning and policy making committees.
- Attends all meetings of the Board of Directors unless excused there-from.
- Performs miscellaneous job-related duties as assigned.

QUALIFICATIONS:

- A copy of college or university course work from an accredited university & proven leadership in special education, educational administration or related field.
- A minimum of five to seven years of professional experience related to the duties and Knowledge of special education regulations.
- Ability to speak and understand Navajo language preferred.

- Proven leadership in administering an educational agency and/or community based, not-for-profit organization.
- Experience in establishing and implementing short and long range goals, objectives, policies and operating procedures.
- Experience in directing and supervising senior administrators regarding instructional programs, community outreach programs, curriculum planning and development.
- Experience in financial management for an educational agency and/or not-for-profit organization.
- Success in administration of a multi-cultural setting, including a substantial Navajo population.
- Experience with Navajo education systems including public schools, BIA-funded/operated schools, private schools, charter schools, and tribal education policies.
- Must have a valid driver's license.
- Fingerprint and background check clearance required.