

Joseph B. Herrera
Governor



Jeff M. Suina
Lt. Governor

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cochiti.org

INTERNAL/EXTERNAL
JOB ANNOUNCEMENT
ED-40-2025

POSITION TITLE:	Education Director
CLASSIFICATION:	Exempt
POSITION TYPE:	Regular Full-time
DEPARTMENT:	Education
REPORTS TO:	Tribal Administrator
BACKGROUND LEVEL:	Child Care/Elder
STARTING SALARY:	\$70,000.
OPENING DATE:	Thursday, August 28, 2025

POSITION SUMMARY:

Under the direct supervision of the Tribal Administrator, the incumbent will accomplish the Education objectives by planning, organizing, and managing all functions required to operate and maintain department activities that include implementing educational programs such as Higher Education, Adult Education, Johnson O'Malley, New Mexico Public Education - Strengthening Tribal Programs Grant, etc. Ensures compliance with all tribal, county, state and federal laws and regulations, while actively supporting and collaborating with other tribal programs, community members, students, and staff to assure the successful achievement of Pueblo de Cochiti's vision, mission and program objectives resulting in education and student success.

MINIMUM QUALIFICATIONS:

Bachelor Degree in Education plus five years experience in education administration; or equivalent combination of education and experience. Must possess and maintain a valid Driver's License and be insurable through the Tribe's insurance carrier. This position requires a pre-employment drug screening and criminal background investigation that may include tribal, state, and federal inquiries.

PREFERRED QUALIFICATIONS:

Ability to speak the Keres Language and knowledge of Pueblo de Cochiti's customs and culture.
Master's Degree in Education.

DUTIES AND RESPONSIBILITIES:

- Plans, develop, implements, and evaluates meaningful and efficient educational and language programs services for Pueblo de Cochiti.
- Establishes, implements, and communicates goals, objectives, policies and procedures in accordance with the education and language strategic plans.
- Improves staff effectiveness by coaching, counseling, training and recommending disciplinary action for employees; planning, delegating, monitoring, and appraising job tasks and results in a timely manner.
- Hosts regular staff meetings to ensure communication among personnel regarding program-related activities.
- Contributes to departmental effectiveness by identifying short-term and long-term issues and goals that must be addressed; providing information and commentary pertinent to deliberations; recommending options and courses of action; implementing directives.
- Submits verbal and written progress reports of program and individual department activities to the Tribal Administrator and Governors.
- Assures that all educational program reports are submitted to the appropriate funding, granting, and regulatory agencies as required in conditions of grants, contracts, or regulations.
- Serves as a liaison for Cochiti Pueblo with local, county, state, and federal education agencies.
- Administers the Higher Education, Adult Education, and Johnson O'Malley contract by planning, developing, and implementing the scope of work.
- Maintains student records including student progress, student referrals and other information needed to provide services to students.
- Reviews, receives, processes and follows-up on supplemental funding requests by school organizations or parent committees served by the program.
- Meets with students during the school year to ensure that students are making academic progress.
- Assists students and/or young adults in the acquisition of a high school diploma or general equivalent degree by evaluating student's situations and referring to appropriate agencies or programs.
- Serves as a resource person to direct or refer community members to appropriate agencies for assistance in education.
- Achieves financial objectives by preparing and administering the annual budget, presenting, and justifying budget recommendations to appropriate personnel.
- Secures additional funding for the continuation and expansion of program services.
- Encourages a positive working relationship among the Education/Language Departments and other tribal departments, staff, and the community.
- Develops and maintains open lines of communication with students, parents, tribal leaders and community members; provides information on current education programs, vocational and specialized training and employment opportunities.
- Contributes to the organization's effectiveness by offering information and opinion as a member of the management team; integrating objectives with other functions; and by accomplishing related results as needed.
- Conducts annual department evaluation and assessment of department components and staff according to established regulations, policies and procedures.
- Performs other duties assigned.

KNOWLEDGE, ABILITIES, SKILLS, AND CERTIFICATIONS:

- Knowledge of traditional forms of government and Pueblo customs and traditions.
- Knowledge of the functions and structure of Cochiti Pueblo.
- Knowledge of proper spelling, grammar, punctuation, and basic arithmetic.
- Knowledge of records management procedures and budgeting procedures.

- Knowledge of certification requirements for pre-school, elementary, secondary, vocational/technical and adult institutions.
- Knowledge of the educational needs of Cochiti students.
- Knowledge and ability to efficiently and effectively develop, manage, and monitor grant and tribal funds as well as program budgets.
- Knowledge of grant/proposal writing.
- Skill in negotiating necessary resources and policies to fulfill the educational program plans.
- Skill of Microsoft Office Suite - Excel, Word, PowerPoint, Access, etc.
- Skill in problem solving, human relations, and time management.
- Skill in research (internet search, journals, etc.)
- Skill and ability to prepare reports and correspondence.
- Ability to interpret applicable local, county, state, and federal regulations and requirements.
- Ability to communicate effectively verbally and in writing.
- Ability to establish and maintain good working relations with individuals of varying social and cultural backgrounds as well as co-workers.
- Ability to maintain a high level of confidentiality.
- Ability to work independently and meet strict timelines.
- Ability to supervise and direct the work of subordinates.
- Ability to travel as needed in support of program objectives.
- Ability to represent Pueblo de Cochiti in a professional manner.
- Ability to demonstrate moral character, honesty, and fairness.
- Ability to make effective decisions in emergency situations.

WORK ENVIRONMENT:

Work is generally performed in an office setting with moderate noise level. Evening and/or weekend work may be required.

CLOSING DATE: September 26, 2025

TO APPLY:

Submit a complete tribal application, cover letter, and resume to Pueblo de Cochiti at:

marsha.chavez@cochiti.org or PO Box 255, Cochiti Pueblo, NM 87072. For consideration, application must be submitted before the closing date at 5 p.m.

It is the policy of Pueblo de Cochiti to give preference to Cochiti enrolled tribal members