Pueblo of Laguna -- Department of Education

Job Description

Job Title: Program Director
Department: Partners for Success/Laguna Acoma Connections/Direct Education Scholarship
Reports To: Superintendent
FLSA Status: Exempt – Year Long
Salary Range: $ 90,455.00 to $95,486.00

SUMMARY

Under general direction of the Superintendent, the Program Director administers Partners for Success and the Laguna Acoma Connections Program – the Partners for Success (formally five separate programs – Higher Education, Adult Education, Johnson O'Malley, Employment Assistance and Workforce Investment Act) Laguna Acoma Connections (Vocational Rehabilitation Project) and the PoL Direct Education Scholarship. The Partners for Success program provides employment and training services for individuals living on or near Laguna service area. Higher Education services are provided only to Laguna enrolled members. Laguna Acoma Connections (Vocational Rehabilitation) provides training, employment and related services, which result in employment of people with disabilities. The Direct Education Scholarship is managed by the Program Manager for the Pueblo of Laguna. The Program Manager reports back to the Pueblo of Laguna Governor, Staff Officers and Tribal Council.

The Program Director administers Laguna Acoma Connections (Vocational Rehabilitation Project) (.50 FTE) and Partners (.25 FTE) within Partners for Success/PoL-Direct Education Scholarship (.25).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Administers programs within Partners for Success, consisting of Partners and Laguna Acoma Connections (Vocational Rehabilitation Project) and the PoL Direct Education Scholarship, including planning, development, and implementation of the Project.
- Hires, supervises, and evaluates staff.
- Develops and conducts training and technical assistance to staff and agencies, as needed.
- Develops budget, monitors and approves allocation and expenditure of funds.
- Develops plans for achieving project objectives and operational goals, drafts or modifications of procedures and guidelines as necessary to meet conditions or goals of the tribes.
- Drafts policies for the Board of Education.
- Oversees management of client caseload.
- Builds partnerships with agencies, programs, and/or businesses that support people served by Partners.
- Meets compliance requirements set by the funding agency and policies of the Programs.
- Serves as liaison to the governing bodies of each tribe, to community agencies, and state agencies.
- Secures continued funding of the Programs.

COMMUNICATION REQUIREMENTS:

- Frequent telephone and in-person contact with various entities for exchange of information and services and to maintain collaborative efforts in support of individuals with disabilities.

- Written correspondence, memos, etc. to disseminate information.
- Written reports to Superintendent, funding agencies, Board of Education and other entities to apprise them of status and progress of program activities.

SUPERVISORY RESPONSIBILITIES:
Program Director supervises the staff of Partners for Success/ Laguna- Acoma Connections and PoL Direct Education Scholarship.

QUALIFICATIONS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:
Bachelor's degree in Education, Vocational Rehabilitation, Vocational Education, public administration, social science or related field; Master's degree preferred and 4 years of administrative or management experience.

SKILLS and ABILITIES REQUIRED:
- Knowledge of basic management principles and practices, including personnel management and fiscal management of Federal, State and Tribal funds/grants.
- Knowledge of grants and contract compliance requirements, governmental accounting and budget procedures.
- Knowledge of federal and state laws, rules and regulations regarding vocational rehabilitation.
- Knowledge of tribal and community resources available to clients.
- Knowledge of current trends, and developments in employment, training, higher and adult education, vocational rehabilitation, and related areas.
- Ability to interact effectively with the general public, outside agencies, businesses, medical personnel, and others who may impact the program and its clients.
- Ability to plan, assign, and supervise the work of staff.
- Ability to establish and maintain effective working relations with staff, general public and agency contacts.
- Ability to express ideas effectively orally and in writing.
- Other duties necessary to carry out the project.

COMPUTER EQUIPMENT and SOFTWARE REQUIREMENTS:
Basic word processing skills (i.e. Microsoft Office Systems) a plus.

CERTIFICATES, LICENSES, REGISTRATIONS:
Valid New Mexico Driver's License

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel, such as keyboarding and writing. The employee frequently is required to reach with hands and arms and talk or hear. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee will work in an office environment and in close quarters with other staff. May occasionally travel to other sites that are not wheelchair accessible. The noise level in the work environment is moderate. Occasional travel by air or automobile, some over-night stays required.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

PUEBLO OF LAGUNA
DEPARTMENT OF EDUCATION
P.O. Box 207
Laguna, New Mexico 87026
(505) 552-6008

"RE-ADVERTISE"

Vacancy Ann.: #07-2026

Opening Date: August 31, 2026
Closing Date: Open Until Filled
Position Title: Program Director – Partners for Success/L-A Connections/DES
Salary: Per Salary Schedule

DESCRIPTION OF WORK:
Under general direction of the Superintendent, the Program Director administers Partners for Success and the Laguna Acoma Connections Program – the PFS (formally five separate programs – Higher Education, Adult Education, Johnson O'Malley, Employment Assistance and Workforce Investment Act) LAC (Vocational Rehabilitation Project) and the PoL Direct Education Scholarship. The PFS program provides employment and training services for individuals living on or near Laguna service area. Higher Education services are provided only to Laguna enrolled members. LAC (Vocational Rehabilitation) provides training, employment and related services, which result in employment of people with disabilities. The Direct Education Scholarship, is managed by the Program Director for the Pueblo of Laguna. The Program Director reports back to the Pueblo of Laguna Governor, Staff Officers and Tribal Council.

EDUCATION, EXPERIENCE & LICENSURE REQUIREMENTS:
Bachelor's degree in Education, Vocational Rehabilitation, Vocational Education, public administration, social science or related field; Master's degree preferred. Four years of administration or management experience.

OTHER REQUIREMENTS:
**Must also have a current and valid State of New Mexico driver's license, be insurable, and no DWI convictions within the past five (5) years. Must pass a pre-employment drug/alcohol and background clearance check.

APPLICATION INSTRUCTIONS:
Visit our website at www.lagunaed.net; click on Employment for an application, job description and instructions.

Interested applicants may do the following:

- Email complete application packet with following required documents to humanresources@lagunaed.net:
  - LDoE Application – located on the LDoE website
  - Letter of Intent/Cover Letter
  - Resume
  - Copy of Unofficial college/university transcripts; Copy of degree(s)
  - 3 Letters of Recommendation - letters need to be dated one year to current (these letters can be sent to the HR email address)
- Or you may Mail your complete application packet with required documents to *Laguna Department of Education, ATTN: Human Resources, P.O. Box 207, Laguna, NM 87026.*