

Assistant Secretary of Indian Education Job Description

Purpose of Position

THIS POSTING WILL BE USED TO CONDUCT ONGOING RECRUITMENT AND WILL REMAIN OPEN UNTIL THE POSITION HAS BEEN FILLED.

Why does the job exist?

This position is responsible for directing state policy on the effective implementation of the Indian Education Act, including significant and meaningful collaboration and communication with Native communities and leaders. Specifically this position ensures that Native American students are provided a culturally and linguistically responsive education that prepares them for college, career, and service to their community through the implementation of effective programming in districts, charter schools and tribal communities. The position is also responsible for providing policy guidance, technical assistance, program monitoring, and professional development to support the effective implementation of the Indian Education Act for all students statewide, with a specific focus on Native American students. The position is responsible for fiscal accountability and management of funds supporting Native American Students, as well as collaboration with relevant stakeholders.

The Assistant Secretary of Indian Education is responsible for:

- Working with Tribal leaders, Native American students, stakeholders, and the Secretary to develop an ambitious plan for ensuring high quality outcomes for our Native American students
- Planning, developing, coordinating and directing state policy, related budgeting, guidance, technical assistance and the strategic plan for effective implementation of Indian Education programs
- Developing and maintaining positive, productive relationships with relevant leaders and organizations across the state
- Navigating external and internal relationships to effectively engage relevant stakeholders while maintaining and communicating the goals of the Indian Education Act, the agency's strategic goals, priorities and expectations
- Making recommendations on relevant policy matters to senior/executive team leadership using relevant research, data, and law/regulation
- Leading and coordinating collaboration with relevant stakeholders, such as the Indian Education Advisory Council, Superintendents, Charter leaders, district-level Indian Education Directors, Tribal leaders, Tribal Education Directors and others, including PED/ECECD/HED personnel.
- Collaborating with external organizations and school districts to develop professional supports and learning opportunities
- Drafting state regulation and conducting bill analysis to support PED's strategic objectives
- Defining metrics and collecting and analyzing data to make informed recommendations for communicating and reporting to a variety of audience and purposes
- Leading professional development offerings, technical assistance, program monitoring reviews
- Managing data validation and program monitoring (desktop and on-site reviews) for state and federally funded programs, including state- and federal-level reporting. This includes ensuring compliance with all applicable state and federal laws, regulations and guidance, with a specific focus on the Indian Education Act
- Establishing budget priorities and making staffing decisions for PED's Indian Education Bureau. Supervising, supporting, developing, and evaluating the Indian Education Bureau employees

How does it get done?

Reporting to the Assistant Secretary of Identity, Equity and Transformation, the Assistant Secretary of Indian Education serves as a key member of the department's leadership team. Strong communication, writing, and management skills are required. An ability to navigate complex systems and complete projects with multiple moving parts while meeting deadlines is also required. The Assistant Secretary of Indian Education will be expected to work collaboratively across bureaus and organizations, and also to work independently when necessary to achieve the best results for the PED. Developing and maintaining positive, productive relationships with leaders across the state will be critical.

Excellent interpersonal skills and a positive teamwork-oriented and customer service attitude, as well as flexibility and adaptability, are necessary in this fast-paced environment.

Employment Requirements

Must possess/obtain and maintain a valid New Mexico Driver's License.

Working Conditions

Work is performed in an office setting with exposure to Visual/Video Display Terminal (VDT), extensive computer and phone usage. Some sitting, standing, bending and reaching may be required.

Supplemental Information

Benefits: Do you know what Total Compensation is? [Click here](#)

Agency Contact Information: Please send a cover letter and resume to Dr. Allison Briceño, allison.briceno@state.nm.gov

Bargaining Unit Position

This position is not covered by a collective bargaining agreement.