

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 the effective implementation of the Indian Education Act([22-23A-2 Purpose of 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 and charter schools. 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 [22-23A-5 Assistant Secretary Duties, E1-14](#) and serves as a vital member of the Public Education Department's personnel:

- Working with Tribal leaders, Educators, Urban Indian populations, Native American students and families, key stakeholders, and the Secretary to develop an ambitious plan for ensuring high quality outcomes and achievement for Native American students.
- Planning, developing, and coordinating the alignment of 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 regarding the implementation of the Indian Education Act and key initiatives of the Indian Education Division and Public Education Department.
- Navigating external and internal relationships to effectively engage relevant stakeholders to communicate the goals of the Indian Education Act, State Tribal Collaboration Act, the agency's strategic goals, priorities and expectations of the Martinez Yazzie Plan to improve outcomes for Native American students.
- Making recommendations on relevant policy matters to the senior/executive leadership team using relevant research, data, and priorities of the Indian Education Division to best serve Native American serving charter schools, districts, and educators.

- Leading and coordinating collaborated efforts with relevant stakeholders, such as the Indian Education Advisory Council, Superintendents, Charter leaders, district-level Indian Education Directors, Tribal leaders, Tribal Education Directors, Urban Indian Organizations and others, including ECECD/HED/IAD personnel and relevant state agencies.
- Collaborating with external organizations, charter schools and school districts to provide professional development support and learning opportunities aligned with the Indian Education Act and Strategic Initiatives; provide support to districts to collaborate with Tribes in the development of relevant curriculum with Tribes leading the development of their own content standards as deemed appropriate to each tribal nation, pueblo and community.
- Conducting bill analysis to support PED's strategic objectives
- Work with Deputy Director to assign the request for data along with what needs to be analyzed, (defining metrics) in order to make informed recommendations regarding educational outcomes and achievement for Native American students.
- Setting priorities for the Indian Education Division's professional development offerings, technical assistance, program monitoring reviews.
- Establishing budget priorities and making staffing decisions for PED's Indian Education Division and supervising the Deputy Director and Business Operations Specialist

How does it get done?

Reporting to the Secretary and Deputy 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, divisions 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.

Additional responsibilities will also include

- Collaborate with Tribal Education Departments (TEDs), communities, parents, charter schools, native american organizations, higher education entities, tribal colleges and school district grantees on key initiatives to evaluate the effectiveness of programs that improve outcomes for Native American communities.
- Analyzing proposed legislation, presenting budget recommendations, and presenting and preparing information for legislative committees and Government to Government meetings

- Managing appropriations from the legislature, including the Indian Education Act and relevant appropriations such as tribal libraries, extended learning, and other special appropriations
- Developing funding applications, review criteria, and strategies to distribute award letters to TEDs, charter schools, native american organizations and school districts

Excellent interpersonal skills, 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, along with travel.

Supplemental Information

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

Agency Contact Information: Please send a cover letter and resume to Dr. Vickie Bannerman, vickie.bannerman@state.nm.us

Bargaining Unit Position

This position is not covered by a collective bargaining agreement.