Position Description

Director

Department: Comanche Language Planning & Development  
Location: Comanche Nation Education Center

Supervisor: Tribal Administrator  
Classification: Non-Exempt

Position Summary

The Director provides overall supervision and direction for all activities, projects, programs, and staff of the Comanche Language Planning & Development department. Key skills for this position include problem solving, listening to and incorporating feedback from many sources, research and data collection, gathering and synthesizing information, communicating with varied constituencies, building and sustaining relationships with diverse groups, perseverance to overcome challenging issues and situations.

Essential Duties and Responsibilities

- Responsible for ongoing development, implementation, and periodic review of a strategic plan for maintaining and expanding a successful language revitalization program.
- Provides oversight for the development, implementation and maintenance, monitoring, and coordinating with all language projects, programs, and stakeholders.
- Directs and guides the work of the department towards the long-term goal of revitalizing and preserving the Comanche language and culture.
- Performs other duties as assigned.

Supervisory responsibilities and Reporting

Will be reporting to the Tribal Administrator.

Qualifications

- Candidates must have obtained a minimum of a Master’s degree in Education, Community Development, Second Language Studies, or other related field.
- A record of accomplishment of work and/or educational experience that demonstrates perseverance, dedication, motivation, initiative, and innovation.
- Ability to effectively communicate with people from diverse backgrounds, both verbally and in writing.
- Ability to read, analyze and interpret research reports, articles, and other relevant data.
- Ability to make timely decisions that produce positive results and program planning, development, implementation, and evaluation.
- Strong organizational and research skills.
- Ability to develop a professional network and partnerships with local universities, higher education organizations, other tribal language programs, and stakeholders.
- Prior experience in one or more of the fields of language revitalization, education, youth development, planning, organizational development, or related field is preferred but not required.

Valid Driver’s License and be insurable.

Must be able to pass drug screening and background check.

Physical Demands

Must be able to lift up to 50 lbs. and interact with people of all ages and be able to participate in various physical activities.

Work Environment

Flexible hours and occasional nights and weekends may be required for travel and field work.