

Program Manager, Native and Indigenous (Job Number: 71494BR)

Campus Location	West
Department Name	Mary Lou Fulton Teachers College
Full-Time/Part-Time	Full-Time
Grant Funded Position	This is a grant funded position and is contingent on future grant funding.
Salary	Depends on experience
Close Date	September 27, 2021
Job Description	<p>ASU's Mary Lou Fulton Teachers College (MLFTC) has the mission of creating knowledge, mobilizing people and fostering actions that improve education. Our programs bring people and ideas together to increase the innovation capabilities of individual educators, schools and organizations, districts and communities. Our core values align with ASU's charter and design imperatives most importantly those related to: justice, equity, diversity and inclusion (JEDI). We are also inspired by our framework for Principled Innovation, the ability to imagine new concepts, catalyze ideas, and form new solutions, guided by principles that create positive change for humanity.</p> <p>MLFTC has been awarded two new grants to support education among Arizona's tribal communities. The Preparing Educators for Arizona's Indigenous Communities (PEAIC) project will prepare 140 indigenous educators across Arizona by providing them with access to high-quality teacher preparation programs and funding to cover educational costs. MLFTC invites applications for the position to support students in the PEAIC program. This position is posted at ASU's West campus but there are opportunities available to work from off-site locations throughout the state of Arizona. Occasional travel to tribal lands and other locations will be required.</p> <p>Strong candidates will have demonstrated successful teaching and leading, project management, excellent communication skills and experience with grants. The Program Manager will: 1) manage activities and functions of team overseeing indigenous/native work; 2) provide outreach and support to assigned indigenous/native communities; 3) ensure that goals and objectives specified in the grant (s) are accomplished in accordance with established priorities, time limitations, and funding limitations; 4) promote excellence, diversity, equity and inclusion, and 5) demonstrate a commitment to principled innovation and the Next Education Workforce within the cultural context associated with the assigned communities.</p> <p>MLFTC is building the Next Education Workforce which starts with the conviction that, if we're not getting the workforce or the learning outcomes we want, we need to redesign the profession, the workplace and how we prepare people for both. As such, the Mary Lou Fulton Teachers College, partners with schools and organizations to:</p> <ol style="list-style-type: none"> 1. Provide all students with deeper and personalized learning by building teams of educators with distributed expertise; and 2. Empower educators by developing new opportunities for role-based specialization and advancement.

	<p>This grant award is subject to the provisions of section 7(b) of the Indian Self-Determination and Education Assistance Act (Pub. L. 93–638), granting preferences and opportunities or training and employment to Indians, defined as a member of any federally recognized tribe.</p>
<p>Essential Duties</p>	<ul style="list-style-type: none"> • Implement and monitor program-specific goals and objectives under the direction of the PI/Co-PI's. • Interact and maintain liaison with PI/Co-PIs, students, faculty, staff, partner agencies and other outside/community agencies to meet objectives and maintain effective relationships. • Develop and schedule a project work plan in accordance with specifications, objectives and funding limitations; oversees daily operations and coordinates program activities through assigned staff; prioritizes and delegates work activities. • Directly monitor and supervise preparation of budget reports and recommendations; control expenditures in accordance with budget allocations; recommends equipment and resources for the program. • Prepare and maintain all project status reports and schedules; track milestones/deliverables, critical paths and dependencies; re-set expectations as needed in consideration of project progress/outcomes. • Respond to all inquiries pertaining to program goals, philosophy and policy interpretations; refer to appropriate program or person when unable to answer questions. • Prepare all post-project reports, budget allocations and summaries/filings to ensure timely dissemination of information to all interested parties.
<p>Minimum Qualifications</p>	<p>Bachelor's degree in a related field AND five years administrative/coordination experience; OR, Master's degree in field appropriate to area of assignment AND three years administrative/coordination experience; OR any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.</p>
<p>Working Environment</p>	<ul style="list-style-type: none"> • This position is posted at ASU's West campus but there are opportunities available to work from off-site locations throughout the state of Arizona. Occasional travel to tribal lands and other locations will be required. • Duties are performed in an environmentally controlled office setting subject to extended periods of sitting, telephone communication, keyboarding and manipulating a computer mouse. • Required to stand for varying lengths of time and walk moderate distances to perform work. Frequent bending, reaching, lifting, pushing and pulling up to 40 pounds. • Regular activities require ability to quickly change priorities, which may include and/or are subject to resolution of conflicts. • Ability to clearly communicate verbally, read, write, see and hear to perform essential functions. • Regular review of completed tasks.
<p>Desired Qualifications</p>	<ul style="list-style-type: none"> • Doctoral degree or progress toward obtaining a doctoral degree. • <u>Experience teaching and leading:</u> <ul style="list-style-type: none"> ○ Experience teaching and leading in PK-12 environments, ideally in native/indigenous communities.

	<ul style="list-style-type: none"> ○ Experience designing and delivering professional learning for educational leaders, teachers and/or community educators (e.g., parents, community members). ○ Experience building and supporting networks of stakeholders within the cultural context associated with the assigned communities. ● <u>Experience managing concurrent projects/grants:</u> <ul style="list-style-type: none"> ○ Thrives in a working environment that prioritizes action, iteration and continual learning with a large, diverse set of stakeholders. ○ Experience in planning, analyzing and coordinating activities preferably with grant experience. ○ Experience in establishing priorities and demonstrated history of strong self-initiative. ● <u>Experience in planning and problem-solving:</u> <ul style="list-style-type: none"> ○ Experience supporting stakeholders in solving problems, building consensus, prioritizing and making decisions. ○ Evidence of ability to stimulate changes in individual and institutional behavior to achieve goals. ○ Evidence of ability to build strong relationships among stakeholders. ● <u>Evidence of effective communication and relationship-building:</u> <ul style="list-style-type: none"> ○ Evidence of the ability to foster sustained relationships and partnerships both internally and externally, preferably in native/indigenous communities. ○ Evidence of effective communication skills.
<p>Department Statement</p>	<p>ASU’s Mary Lou Fulton Teachers College creates knowledge, mobilizes people, and takes action to improve education. Nationally recognized as a leading innovator in teacher education and scholarly research, Mary Lou Fulton Teachers College prepares over 7,600 educators annually.</p> <p>MLFTC faculty create knowledge by drawing from a wide range of academic disciplines to gain insight into important questions about the process of learning, the practice of teaching, and the effects of education policy.</p> <p>MLFTC mobilizes people through bachelor's, master's, and doctoral degree programs, through non-degree professional development programs, and through socially embedded, multilateral community engagement.</p> <p>MLFTC takes action by bringing people and ideas together to increase the capabilities of individual educators and the performance of education systems.</p> <p>MLFTC is committed to ensuring that the fundamental commitment to advancing system equity, inclusion, and justice is enacted in our curricula, programming, and relationships. Our ultimate goal is to help us imagine possibilities for creating sustainable cultures in our college and with our global communes that is reflective of a deep commitment to inclusion, systemic equity, and justice.</p>
<p>ASU Statement</p>	<p>Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and</p>

	<p>broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 80,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity and welcomes students from all fifty states and more than one hundred nations across the globe.</p> <p>ASU is a tobacco-free university. For details visit www.asu.edu/tobaccofree</p> <p>AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.</p> <p>Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.</p> <p><u>Notice of Availability of the ASU Annual Security and Fire Safety Report</u> In compliance with federal law, ASU prepares an annual report on campus security and fire safety programs and resources. ASU's Annual Security and Fire Safety Report is available online at https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf. You may request a hard copy of the report by contacting the ASU Police Department at 480-965-3456.</p> <p>Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit https://cfo.asu.edu/relocation-services.</p>
Employment Verification	ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.
Fingerprint Check Statement	This position is considered safety/security sensitive and will include a fingerprint check. Employment is contingent upon successful passing of the fingerprint check.
Instructions to Apply	<p>Application deadline is 3:00PM Arizona time on the date indicated.</p> <p>Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.</p> <p>Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.</p> <p>Only electronic applications are accepted for this position. 71494BR</p>