



Muscogee (Creek) Nation
Human Resource Management Services

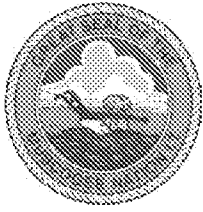
Employee Requisition

PO BOX 580
 OKMULGEE, OK 74447
 Telephone (918) 732-7827
 Toll-Free (800) 482-1979
 Fax (918) 756-2284

Submitted Date 06/15/2022	Employee Requisition Number ER-22306	JOB OPPORTUNITY	
Title/Position: FIELD SPECIALIST			
Pay Grade SG 11	Salary Range \$35,859-46,820	Classification Full Time	
Department: JOHNSON O MALLEY	Location: Okmulgee	Location Code: 101	FT/PT 1-Full Time

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary:	The Field Specialist provides various types of professional and technical assistance in planning and implementing JOM projects in local districts within the eleven (11) counties of the Muscogee (Creek) Nation Service Area.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Knowledgeable regarding state, federal laws, and regulations pertaining to MCN and JOM and to individual school districts. 2. Assist in the development of Annual Reports relating to the JOM program, drop-out and student data. 3. Provide technical assistance, hold elections if necessary, to/for school administrators, personnel, and local Indian Education Committee, and monitor and evaluate JOM school programs. 4. Provide in-service training for MCN JOM IECs and JOM personnel. 5. To assist local Indian Education Committees in creating a better working relation between the school and the Indian community. 6. Attend IEC meetings (regular, election, special, or emergency) upon request from the school administration, IEC, or elected parent committee member. 7. Conduct as needed regional workshops for parents regarding the application process, rules and regulations, issues in Indian education, etc. 8. Must be able to coordinate and plan meetings in preparation for special events. 9. Perform data entry for the JOM student count with the capability to retrieve information, update data, and generate required reports and printouts. Maintain an accurate student certification count and provide student rosters to all JOM School Districts. This will also include the ability to compose letters of correspondence to school programs. 10. Maintain student files and prepare reports in regards to the Advanced Placement Incentive program. 11. Provide information to school staff and the IEC, regarding student assistance program, i.e. behavioral and academic. 12. Attend in-state and out of state workshop-seminars relating to



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	Indian Education programs. 13. Maintain files of school programs in order to track compliance requirements 14. Assist JOM Manager/Director as needed and requested.
Minimum Requirements:	Associates Degree in Education or related field, or three years experience in Indian Education or related field
Preferred Requirements:	Bachelors Degree in Education with experience in working with parent committees, school administration and ability to design and implement workshop training presentations.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

Competencies:

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: Up to 50 lbs. Up to 100 lbs. Over 100 lbs.
 Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.
While performing the duties of this Job, the employee is regularly exposed:



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- | | | |
|--|---|---|
| <input type="checkbox"/> Fumes or airborne particles | <input type="checkbox"/> Outside weather conditions | <input type="checkbox"/> Toxic or caustic chemicals |
| <input type="checkbox"/> Risk of electrical shock | <input type="checkbox"/> Vibration | <input type="checkbox"/> Loud Noise |

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.

MCN Policy Requirements:

All Employees are subject to pre-employment background checks and drug testing. According to MCN Policy Section 502:Page 12/Section 503 110-111. All applicants must pass a drug test before beginning work. Any candidate who fails or refuses a drug test shall be withdrawn from employment consideration.