



CROW CANYON ARCHAEOLOGICAL CENTER

Position Title:	Director of Education
Status:	Full-Time
Employment Category:	Exempt
Reports to:	President/CEO
Approved:	1/12/2023

Position Summary:

The Director of Education plans, develops, and administers innovative, multicultural, place-based experiential education programs and projects in archaeology, anthropology, history, and Indigenous studies for learners of all ages, including K–12 students, college students, teachers, and other adults. Education programs and projects are held in-person and based on the Crow Canyon campus or in other locations via the Center’s Mobile Learning Lab; programs may also be delivered online through distance learning tools such as Zoom, and other distance learning modalities. The Director will draw on best practices in place-based, experiential learning to review and improve existing programs and develop new programs that are beneficial to Crow Canyon’s Indigenous partners and other stakeholders, incorporating anti-bias and anti-racist pedagogy, building cross-cultural competencies, and forwarding equity and social justice as important elements in developing the Center’s curricula. These programs will reflect what Crow Canyon has learned from ancestral and contemporary Indigenous people over the last four decades, and how best to support cultural continuity and preservation in the present and future. The Director is responsible for developing annual and long-term goals in line with Crow Canyon’s mission and strategic plan and developing qualitative and quantitative assessments to measure the outcomes and mission impact of the Center’s programs. The individual serving in this position oversees the successful accomplishment of Crow Canyon’s experiential education programs and directly supervises employees in the Education Department. The Director of Education is required to collaborate with leaders and staff across departments to ensure the consistent integration of mission and values throughout all the Center’s programs and projects. Success in this position is contingent on seeking out internal and external stakeholders in our programs to inform strategic planning and program delivery.

Education and/or Experience:

- Advanced degree highly preferred for this position. However, the Center will consider candidates with over 10 years of successful experience relevant to this position. Degrees and experience in education, Indigenous studies, cultural studies, anthropology, or another relevant field with experience in Southwest archaeology preferred.
- Deep knowledge and understanding of Indigenous cultures and histories, communities, and contemporary challenges, especially among the Pueblo, Diné, Ute, Jicarilla Apache, and Paiute.
- Significant Indigenous cultural competency and experience with anti-bias, anti-racist education, and pedagogy.
- Experience in teaching or otherwise engaging with topics such as colonialism, environmental justice, and social injustice.
- Successful experience with community-engaged education or research with Indigenous communities and Tribal organizations.
- Demonstrated interest in the diversification and decolonization of the disciplines of anthropology, archaeology, and education.
- Ability to mentor and train staff, students, and teachers in socially-conscious approaches to archaeology.

Essential Duties and Responsibilities:

To perform this job successfully, an individual must be able to execute each essential duty satisfactorily. The duties and responsibilities listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodation will be made to enable individuals with disabilities to perform the essential functions.

- Provides educational leadership for the organization.
- Manages the Education Department including staffing, performance evaluations, training employees, developing professional growth opportunities, and maintaining a safe and inclusive work environment.
- Oversees and contributes to educational curriculum and program development across departments.
- Oversees and contributes to the development of funding opportunities to support education programs.
- Works collaboratively with management and staff in other departments to plan and develop long- and short-term organizational goals.
- Maintains knowledge of education programs and monitors and ensures program content quality. Conducts ongoing assessment of educational programs.
- Develops annual work plans and budget for Education Department.
- Collaborates with staff across departments on education program content development, scheduling, and logistics.

Additional Duties and Responsibilities:

- Promotes the mission of Crow Canyon and its programs through presentations, professional meetings, and writing for publication in professional journals.
- Organizes special programs for educators and teaches student and adult programs.
- Produces, reviews, and edits content for publication and outreach.

Knowledge, Skills, and Abilities:

- Strong background in educational pedagogy, method and theory, place-based experiential education, interpretation, anthropology, archaeology, and/or Indigenous studies.
- Excellent leadership, interpersonal, and personnel management skills.
- Excellent verbal and written communication skills.
- Ability to successfully promote a diverse, equitable, and inclusive work environment.
- Ability to effectively present information in one-on-one and group situations to employees, program participants, the board of trustees, and professional peers.
- Ability to prioritize and work in a deadline-oriented environment, to manage several projects at a time, and produce work within an established time frame.
- Technological aptitude and skills relevant to educational program delivery (i.e., online teaching and “smart” classrooms)

Physical Demands:

The employee must be able to:

- Occasionally lift and/or move up to 50-pounds
- Sit for prolonged periods of time
- Have a flexible schedule, to allow evening and weekend work
- Travel occasionally

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Required Certificates, Licenses, and/or Registrations:

- Valid driver’s license
- Annual Health Statement
- Must be insurable by Crow Canyon’s automobile liability carrier upon hire and while employed in this position
- Background check upon hire

Note: This is a general description of the kinds of duties and responsibilities that are performed by employees who have this title. It shall in no way be construed as an all-inclusive determination of the specific duties and responsibilities of any position. It is not intended in any way to limit the right of any supervisor to assign, direct, and control the work of employees under his or her supervision.