

JOB DESCRIPTION

JOB TITLE: Indian Education Program Coordinator

Job Purpose Statement: The job of "Indian Education Program Coordinator" is done for the purpose of supporting administrative staff in facilitating opportunities for the American Indian student population to learn and achieve academic success. The coordinator is responsible for assisting with identification and delivery of instruction; coordinating program services and communicating programming components to staff; ensuring compliance with administrative and federal funding requirements; assisting students in reaching learning goals and completing their work assignments; communicating observations which may impact student development or general well-being to appropriate school staff.

Essential Job Functions:

- * **Develops and coordinates** schedules and provides instruction for the purpose of meeting student and programming needs.
- * **Responds** to referral requests for the purpose of providing services to students.
- * **Assists** students and teachers for the purpose of student learning and building academic skills, completing assignments and implementing lesson plans.
- * **Communicates and confers** with staff and other appropriate individuals for the purpose of providing information and assisting in the evaluation of student progress and/or implementing student objectives.
- * **Monitors** individual students, classrooms and/or other activities for the purpose of providing a safe and positive learning environment.
- * **Performs** record keeping and basic clerical functions by preparing and maintaining files and program information, attendance logs, appropriate reports, students' files and classroom materials for the purpose of meeting student and programming needs.
- * **Attends and facilitates** meetings for the purpose of gathering and/or conveying information required to facilitate programming needs and to meet program requirements.
- * **Performs** liaison activities for the purpose of building and strengthening relationships with multiple constituencies.
- * **Coordinates** and monitors program activities, services, and projects for the purpose of meeting district and state requirements and/or federal guidelines and regulations.

Other Job Functions:

- * **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements - Qualifications:

- * **Experience Required:** Job-related experience within specialized field.

* **Skills, Knowledge, and/or Abilities Required:**

Skills to: create learning environments to facilitate educational success; promote, develop and maintain positive relationships; proactively solve sensitive situations with tact and diplomacy; effectively present to small and large groups of individuals; efficiently organize and coordinate activities; facilitate support systems to promote student success; operate standard office equipment including pertinent software applications; use English in both written and verbal form to communicate effectively with staff, students, parents, and the public; perform basic arithmetic calculations and accounting procedures; establish and maintain accurate and detailed records; provide direction to others; make judgments based on common sense; plan and manage projects; use correct spelling, grammar, and punctuation; and prepare clear and accurate reports.

Knowledge of: indigenous cultures and communities; program management techniques; principles of child development; instructional processes; rules and regulations to meet program compliance requirements ; basic budgeting and financial and statistical record keeping; modern office methods; and problem-solving methodology.

Abilities to: successfully deliver instruction to meet students' academic needs; understand and respect cultural values, attitudes, beliefs and mores; establish and nurture relationships; understand and carry out verbal and written instructions; effectively interact with persons of different age groups and cultural/educational backgrounds; read/interpret/apply pertinent codes, policies, regulations, and/or laws; adhere to safe work practices; adjust to flexible work assignments; work cooperatively with others; work under time constraints; maintain confidentiality of appropriate records and/or student files; work independently and accurately with attention to detail and with minimal supervision; meet deadlines and schedules; think logically and travel to multiple work sites;.

Significant physical abilities include sitting/walking for prolonged periods, reaching/handling/fingering/feeling, talking/hearing conversations and other sounds, near/far visual acuity/visual accommodation.

- * **Education Required:** High school diploma or equivalent. Must meet at least one of the following criteria: completed two (2) years successful post high school education (32 semester credits in the core area) or pass the ETS Para-Professional Assessment.

Additional Desirable Qualifications:

- * **Licenses, Certifications, Bonding, and/or Testing Required:** Fingerprint/criminal justice clearance.