



## **Coord 6 / Native American**

### **Purpose Statement**

The job of Coord 6 / Native American is done for the purpose/s of directing implementation and administration of Native American regulations and policies in schools. Serves as a direct support to the building Principal and District Student Services Director. Assists with compilation and preparation of Native American reports. Assists in planning, administering and monitoring the development, implementation, and evaluation of the Native American program.

This job reports to Director of Pupil Services

### **Essential Functions**

- Aids school and district personnel with the identification of Native American students for the purpose of verification of eligibility, enrollment, and withdrawal procedures.
- Assists in the selection, supervision, and annual performance evaluation of Native American Education Program staff for the purpose of creating and maintaining the integrity of services provided and to offer feedback on areas for improvement.
- Attends local, state, and national meetings, as required for the purpose of better understanding current trends and best practice guidelines and to collaborate with others.
- Collaborates in the planning, development, implementation, and evaluation of the Native American Education Program for the purpose of ensuring compliance with grant policies and in accordance to Federal and State guidelines.
- Conducts home visits to Native American students and families for the purpose of disseminating information, conducting interviews, assessing needs, collecting data, establishing rapport, and providing supportive services.
- Develops proposals and coordinates program implementation (e.g. in-school catch up/credit recovery, after-school programs, and supplemental summer programs, etc.) for the purpose of assisting students with their academic progress and well as giving student alternatives for positive social interactions.
- Engages with the Director of Student Services and/or designee, school site administrators, staff and community for the purpose of designing interventions that meet the needs of students.
- Holds regular meetings with staff for the purpose of in-service training and coordination of services.
- Organizes, directs, and participates in activities, community meetings, and programs for the purpose of seeking input and involvement and to strengthen parent participation with the school and their child's educational experience.
- Oversees data collection and maintains all necessary records and statistics for the purpose of compiling and reviewing data and then, disseminating pertinent information related to the Native American Education Program as required by District, State, and Federal reporting procedures and timelines as they relate to the assessment of needs and intervention on behalf of Native American, and/or other at-risk served students and their families.
- Works with the Director of Student Services and/or designee to prepare and administer a budget, which would include a process for monitoring allocations and expenditure approvals, for the purpose of insuring that the acquisition of staff, program materials, equipment, etc. are in accordance with allowable funding guidelines.

## **Other Functions**

- Other duties as assigned for the purpose of fulfilling the needs of the Native American Education Program.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include:

- Minimum of Bachelor's degree
- Ability to read, write, and speak fluently in English and Spanish preferred
- Strong computer, interpersonal, and communication skills.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include:

- Teaching certificate and prior teaching experience preferred
- Previous work with Native American Education students and their families
- Sensitivity to the strengths and challenges of the Native American population and culture.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with similar types of data; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include:

- Ability and willingness to work a flexible schedule, including evenings and weekend hours (as well as summer hours) when necessary
- Ability to travel and work semi-independently
- Ability to gather information through effective interviewing and positive interaction with others
- Ability to manage time effectively
- Ability to maintain emotional control and work under stressful conditions.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; supervising the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience with increasing levels of responsibility is desired.

**Education:** Bachelors degree in job-related area.

**Equivalency:**

### **Required Testing**

Pre-Employment Proficiency Test

### **Certificates and Licenses**

State of Utah Teaching License

### **Continuing Educ. / Training**

### **Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**

Lane 6

