

YUROK TRIBE-JOB DESCRIPTION
Klamath Community Coordinator DRAFT

Job Title:	Klamath Promise Community Coordinator	Job Grade	8/9
Department	Education Department	Location	Klamath,
Reports To:	Assistant Education Director Promise Program	FLSA Status	Non-Exempt
ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE			
Salary Range	\$24.88-32.47/\$27.23-32.47		

POSITION SUMMARY:

Under the general supervision of the Assistant Education Director of the Promise Program, the Klamath Community Coordinator has the responsibility for the development and implementation of the community components of the Promise Neighborhood program. In a team, the Coordinator will establish a system for identification of needs of families and children, implement program activities and outreach to meet these needs, and develop a System of Support for the community member students and their families. The system of support for the community members will be a continuum of support from the cradle to career.

DUTIES AND RESPONSIBILITIES:

1. Plans, formulates, coordinates and implements the Promise Neighborhood Project Components in coordination with the Project Steering Committee and the Promise Neighborhood Director.
2. Acts as liaison to the Education Department, service committees, Multi-Disciplinary-Team meetings, tribal Health and Human Services, tribal courts, public schools and other partners and community support programs.
3. Acts as an advocate, community organizer, in conjunction with the Promise Neighborhood Director, to obtain needed resources in the community.
4. Assists the Promise Neighborhood Director in ensuring compliance with applicable regulations, standards, timelines, and contractual obligations for the Promise Neighborhood Grant Project.
5. Drafts, types, organizes, and maintains files of correspondence, forms, reports, and other materials relating to the Promise Neighborhood committee meetings.
6. Develops an annual calendar of program milestones and activities.
7. In cooperation with the other tribal staff and community partners assists with the staffing plan and provides service connections to students and families in Klamath.
8. Provides reports and documentation pertinent to the ongoing development of the program.
9. Follows up on projects, directives, and action items as received from the Tribal Council, Education Director, or arising out of committee meetings. Transmits information to appropriate Yurok Tribal staff and/or committee members, as necessary.
10. Seeks out innovative approaches by coordinating with other tribal programs and community partners, staff, and programs.
11. Assists in the planning and implementation of the community events, camps, conferences, wellness events, and youth development opportunities.

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12. Utilizes computer skills to maintain a database of all Yurok students' attendance records, academic progress, and educational needs.
13. Attends community meetings, school site council meetings, organizing events, and committee meetings and other pertinent meetings dealing with educational issues that affect the education of tribal member students.
14. Advocates on behalf of students within the primary service area including advocacy in the School Attendance Review Board (SARB) process which deals with absenteeism, truancy and non-school attendance, participates in Individual Education Plan (IEP) hearings/meetings, and/or expulsion hearings as requested.
15. Coordinates in-service and training workshops designed to motivate tribal member students to further career development, job training and employability within the primary service area.

SUPERVISORY RESPONSIBILITIES:

May supervise a variety of paid and volunteer staff including community members, cultural consultants, student workers, etc.

MINIMUM QUALIFICATIONS:

1. Ability to read and understand correspondence, governmental regulations, higher education and trade school catalogues/directories. Ability to write routine reports business correspondence, compose memorandums, etc. Knowledge of correct spelling, grammar and punctuation. Ability to present information and respond to questions from clients, tribal members, parents, Tribal Council members, school personnel and general public.
2. Must have well developed writing skills and be willing to prepare grant applications for supplemental funding for program activities.
3. Must have a practical understanding of American Indian families and ability to work with Parents, Students, and School Personnel including Superintendents, Principals, Teachers and Board Members.
4. Must have well -developed organizational skills and ability to carry tasks through to completion.
5. Knowledge of career guidance, financial aid and college application process.
6. Knowledge of education codes and laws dealing with public schools.
7. Knowledge of regulations concerning Indian Tribes and Johnson O'Malley programs.
8. Knowledge of tutoring techniques and of tutorial training programs.
9. Must possess intermediate to advanced computer skills including familiarity with word processing, database and spreadsheet programs.
10. Valid state issued driver's license and/or the ability to obtain a California or Oregon driver's license. Must be insurable on the Tribe's insurance policy.
11. Qualified Indian preference applies.

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EDUCATION/EXPERIENCE:

G-8: Bachelor degree from an accredited college and one year of specialized experience.

G-9: Bachelor degree from an accredited college and two or more years of specialized experience.

An equivalent combination of education and work experience are qualifying for this position at all grade levels.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol Policy including pre-employment screening.
2. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
3. Anyone convicted of a drug or alcohol related offense in the past three years is not eligible for employment with the Yurok Tribe Education Department.
4. Must obtain CPR/First Aide Certificate within six months of hire.
5. Must pass a TB test and hepatitis screen when required by the school district.
6. Must pass a criminal/character background check.
7. THIS POSITION REQUIRES COMPLIANCE WITH THE INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION ACT PUBLIC LAW 101-630 ; 25 CODE of FEDERAL REGULATIONS PART 63 – INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION; CRIME CONTROL ACT OF 1990, EMPLOYEE BACKGROUND CHECKS; and EXECUTIVE ORDER 12968, ADJUDICATIVE GUIDELINES
8. Must pass a physical examination with a negative TB test and Hepatitis screen if required by the school district.
9. LANGUAGE SKILLS: Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
10. REASONING ABILITY: Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.
11. PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 20 pounds.
12. VISION REQUIREMENTS:
 - Close vision (clear vision at 20 inches or less).
 - Color vision (ability to identify and distinguish colors).

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- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, _____ (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

Employee Signature

Date

Employee #

Supervisor Signature

Date