

YUOK TRIBE-JOB DESCRIPTION
K-12 Coordinator

Job Title:	K-12 Coordinator				
Job Grade	9/10	FLSA Status:	EXEMPT	Location:	Crescent City or Klamath
Department:	Education Department: Promise Program		Division:	NER-GERY 'Oohl', Helping Yurok People - Health & Human Services	
Reports To:	Klamath River Promise Neighborhoods Initiative Lead				
ALL HIRING IS SUBJECT TO THE YUOK TRIBE'S HIRING PREFERENCE					
Salary Range:	\$56,638.40-\$73,902.40/\$61,880.00-\$80,724.80				

POSITION SUMMARY:

Under the supervision of the Education Director or Promise Neighborhoods Initiative Lead the Early Learning Network Coordinator will be responsible for facilitating the coordination of the K-12 partners including Del Norte Unified School District, True North Organizing Network, Yurok Tribe Education, NCIDC, College of the Redwoods in developing data sharing agreements, aligning referral services, and collaboration in meetings, events and services and recruit other partners in Health and Human Services, and Tribal services.

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, k-12 team meetings, tribal Health and Human Services, public schools and other partners and community support programs.
3. Acts as an advocate in Del Norte County 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 staff and community partners assists with staffing plans and staff development.
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. Assist in coordination, training and learning for and amongst the local tribal Head Starts and childcare programs in the region.
11. Assist in providing American Indian cultural appropriate K-12 curriculum and teacher training to support the implementation of the curriculum.
12. Seeks out innovative approaches by coordinating with other tribal programs and community partners, staff, and programs.

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Assists in the planning and implementation of the community events and parent education opportunities.

13. Attends community meetings, organizing events, and committee meetings and other pertinent meetings dealing with educational issues that affect the early learning community.

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. 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.

PREFERRED QUALIFICATIONS:

1. Knowledge of education codes and laws dealing with K-12 schools and college or trade school entry.
2. Knowledge of regulations concerning Indian Tribes and Head Start programs.
3. Intermediate to advanced computer skills including familiarity with word processing, database, and spreadsheet programs.
4. Qualified Indian preference applies.

EDUCATION/EXPERIENCE:

G-9: Bachelor's degree from an accredited college and two or more years of specialized experience; or an associate degree and four years specialized experience.

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G10: : Bachelor’s degree from an accredited college and three or more years of specialized experience; or an associate degree and five years 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).
 - 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).

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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: