



# Yurok Tribe

## Job Description

<b>JOB TITLE:</b>	K-12 Coordinator-Promise Neighborhood Program		
<b>JOB GRADE:</b>	9/10	<b>REPORTS TO:</b>	Education Director/Initiative Lead
<b>STATUS:</b>	Exempt	<b>LOCATION:</b>	All Areas
<b>DEPARTMENT:</b>	Education-Promise Program	<b>DIVISION:</b>	Health and Human Services
<b>ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE</b>			
<b>SALARY RANGE:</b>	\$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.
13. Assists in the planning and implementation of community events and parent education opportunities.
14. Attends community meetings, organizing events, and committee meetings and other pertinent meetings dealing with educational issues that affect the early learning community.
15. Performs other related duties as assigned.

**EDUCATION/EXPERIENCE:**

1. Grade 9: Bachelor's degree in related field with two years job specified experience.
2. Grade 10: Bachelor's degree in related field with three years job specified experience.
3. Employees must be willing to acquire any special certifications or attend any training that is determined to be relevant or becomes required of the position in the future.
4. Candidates with equivalent combinations of education, training and experience will be considered.

**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 the 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. Recognition that in order to serve Yurok People one must know as much as possible about Yurok history, culture and values.

**CONDITIONS OF EMPLOYMENT:**

1. All applicants are subject to the Tribe's Drug and Alcohol Policy including pre-employment screening.
2. 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.
3. Must pass a background investigation and fingerprint clearance.
4. 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.

**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. Knowledge of Yurok language is preferred but not required.

**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.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to walk, stand, use hands and fingers, handle, or feel. Employee will have prolonged periods sitting at a desk and working on a computer. The employee must occasionally lift and/or move up to 50 pounds.

**VISION REQUIREMENTS:**

1. Close vision (clear vision at 20 inches or less).
2. Color vision (ability to identify and distinguish colors).
3. Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
4. 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 and understand the requirements. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok Tribal laws, policies and procedures, vehicle usage, procurement, and any additional guidelines set forth by the Yurok Tribe. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination. I understand that the Yurok Tribe is committed to the philosophy that employment relationships are both personal and voluntary. Accordingly, employment at the Yurok Tribe has no specific duration, and either the employee or the Yurok Tribe can terminate the employment relationship for any reason or no reason. This “at will” relationship exists between the Tribe and all employees.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee #

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date