

# Lummi Nation School

Educational Excellence for the Future



2334 Lummi View Drive / Bellingham, WA 98226

Human Resources Fax: 360-380-6991

*'Working together as one to Preserve, Promote and Protect our Sche Lang en'*

## **JOB ANNOUNCEMENT**

**JOB TITLE:** Family Support Coordinator

**OPEN:** June 22, 2021

**EXEMPT:** No

**SALARY:** (7) \$18.97-\$21.25 p/h DOE

**SHIFT:** Day

**LOCATION:** Lummi Nation School

**DURATION:** Regular Full-Time (12 Month)

**CLOSES:** July 1, 2021

**JOB CODE:**

**DIVISION:** Education

**DEPARTMENT:** Administration

**SUPERVISOR:** Dean of Student Intervention

**VACANCIES:** 1

**JOB SUMMARY:** Under the supervision of the Dean of Student Intervention, coordinate family engagement meetings and events as required by approved Parent Involvement Plan. The Family Support Coordinator is the primary person responsible for coordinating, managing, modifying and implementing an effective Parent Involvement Plan that includes implementing services that meet the academic, social, emotional and physical needs of all K-12 students. Works closely with LNS staff by acting as a liaison between the school and the community to inform, communicate and build awareness and relationships that promote academic success for the students and parents.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES** include the following, and other related duties as assigned.

1. As required by the BIE and Federal agencies monitor, prepare, edit and/or update complex and diverse reports for a variety of educational constituents i.e. Bureau of Indian Education, Bureau of Indian Affairs, Office of Indian Education (OIEP), Lummi Indian Business Council (LIBC) and LNEB.
2. Create, implement and manage an effective K-12 parent involvement plan; evaluate and modify the plan when necessary
3. Track and report all parent engagement meeting, activities and contacts as required by the BIE.
4. Functions in accordance with policies, procedures, laws, rules, regulations, confidentiality and operational requirements pertinent to LNS department.
5. Relay sensitive information to staff, elected officials and the public as directed.
6. Evaluate priorities and independently addresses requested and mandated reporting requirements
7. Organize, update, maintain, purge and archive databases, files, records and other documents according to guidelines.
8. Prepare, edit and/or update procedures, reports and other documents.
9. Prepare statistical custom reports for LNS Administration, Lummi Nation School Board, and or LIBC
10. Participates as part of the LNS administrative team in planning, systems analysis, program evaluation, cost estimating and problem solving activities.
11. Ensure quarterly submissions are made to the Squol Quol.
12. Inform students, families and community regarding attendance and school policy in both monthly written form and on-going verbal form.
13. Attend intervention meetings with the Student Intervention Team (SIT) as scheduled.
14. Make home visits and contacts with families as needed and requested and keeps documentation of the nature of the contact, attempted contacts, times, dates and outcomes; documentation must be turned in weekly – data is entered into NASIS bi-weekly

15. Assist school support team and SIT Team in providing school and community support services/social services to families and student as needed
16. Advise Lummi Nation School students, families and staff of local resources to promote physical, social and mental health/well-being
17. Coordinate with Family Services, CARE, Lummi Health, LSOC, YESS and other community partners to develop, promote and assure students and families utilize Lummi Nation's Social Service programs to their fullest.
18. Promote and increase parent involvement in student learning and achievement both at home and school.
19. Assist and be available to transport students to counseling appointments, court, doctor appointment and home when sick or suspended when requested by administration and/or the Student Support Director
20. Attend meetings on behalf of the Lummi Nation School to assure accurate and timely information is communicated between LIBC partners and the school as directed.
21. Coordinate, communicate and facilitate parent advisory committee (PAC) meetings and workshops
22. Act as the recording secretary for all PAC meetings by keeping accurate and clear minutes for the PAC meetings and follow through on action items in a timely manner
23. Coordinate, communicate and facilitate School activities such as Family Fun Nights and Parent Advisory Committee Meetings
24. Coordinate with administration and the PAC Chair to form PAC agenda's and notify parents by mail and phone call of PAC meeting dates.
25. Participate in the Professional Learning Communities, School Improvement Process, staff meetings, and professional development meetings.
26. Coordinate with the Administrative team to coordinate, facilitate and arrange community events
27. Bring homework to students that are either sick at home, in juvenile detention, treatment center, or during winter culture months as needed.
28. Work with the Special Education Parent Liaison by making home visits for Special Education students to get IEP signatures from Parent/Guardians when requested.
29. Be knowledgeable of LIBC, BIA and Washington State Department of Education and Tribal policies, procedures and regulatory practices as they related to family engagement.
30. Carry out other duties assigned by the Dean of Student Intervention or designee.

#### **MINIMUM QUALIFICATIONS:**

- High School Diploma or GED
- Associates Arts & Science degree, Direct Transfer Degree; *preferred*
- 3 years experience coordinating and planning large events that maximize participation
- 2 years experience compiling, analyzing and reporting data – to be used for reporting and budget purposes
- 3 years of full-time experience working within the Lummi Community with high-risk youth and families
- 2 years experience managing grants while ensuring compliance
- 2 years working knowledge and experience with computer operation and a variety of office and system software including student database, word processing, spreadsheet, presentation and various applications pertinent to the educational system function.
- 1 year experience with accounting procedures and efficient office functions; *preferred*
- 2 years previous work experience in an administration support position
- 2 year experience working in an educational setting, *preferred*
- Lummi/Native American/Veteran preference policy applies.

#### **KNOWLEDGE, ABILITIES AND SKILLS:**

- Ability to compile records and data of social services requested and/or completed by students and/or family unit
- Competency and skill with computer programs; Microsoft Office, data base programs, etc.
- Knowledge of educational data base programs; NASIS and WESPAC, *preferred*
- Efficient administrative manager skills
- Verbal, written and interpersonal communication skills
- Ability to be a positive role model and drug/alcohol free.
- Ability to inform, involves, and collaborate with parents and families to build strong school partnerships in the educational process
- Ability to establish and maintain open effective communication and good rapport with students, parents and school personnel.
- Ability to work cooperatively with groups and individuals
- Ability to organize and prioritize own work; manage a large caseload in an efficient and effective manner; present material effectively in written and oral form
- Ability to develop and implement casework plans to remove academic, medical and employment barriers for socially and economically disadvantaged parents and students
- Ability to identify economic, cultural, physical, and environmental factors which support or limit family or individual functioning
- Ability to be available to work flexible hours.
- Ability and willingness to work both as a team member and independently.
- Ability to maintain strict confidentiality at all times

#### **REQUIREMENTS:**

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- This position requires regular contact with or Control over Indian Children and is therefore subject to an extensive Criminal Background Check and CAMIS Check with Washington State Patrol and Federal Bureau of investigation Fingerprint Clearance.
- Proof of U.S. Citizenship.
- Must be able to adhere to strict attendance expectations of the Lummi Nation School.
- Have an appreciation for the cultural heritage of Native Americans is highly desired.

#### **EVALUATION:**

- Performance of this job will be evaluated in accordance with provisions of the LIBC Policies and Procedures and the Lummi Nation School Board on Evaluation of Professional Personnel.

#### **TERMS OF EMPLOYMENT:**

- All elements of this job description apply.
- Academic School Year (12 month employee).
- Salary depends on qualifications.
- 90 probationary evaluation period applies.

#### **TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail [libchr@lummi-nsn.gov](mailto:libchr@lummi-nsn.gov) For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.