

# Lummi Nation School

Educational Excellence for the Future



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

## JOB ANNOUNCEMENT

**JOB TITLE:** 21<sup>st</sup> Century Program Coordinator

**OPEN:** November 30, 2021

**EXEMPT:** No

**SALARY:** \$24.00 Per Hour

**SHIFT:** Day

**LOCATION:** Lummi Nation School

**DURATION:** Regular Full-Time, 12 Mo.

Grant Ends: 09/30/2022

**CLOSES:** December 10, 2021

**JOB CODE:**

**DIVISION:** Lummi Nation School

**DEPARTMENT:** Education

**SUPERVISOR:** Dean of culture Immersion

**VACANCIES:** 1

**JOB SUMMARY:** To coordinate a tutoring/enrichment program that focuses on increasing student's achievement for the Lummi Nation School (LNS). The program must comply with the guidelines of the Bureau of Indian Education and the US Department of Education and terms of the 21<sup>st</sup> Century Grant. Coordinator/Director must work effectively with students, parents, teachers, and administration and will be responsible for planning and implementation of the After School and Summer School tutoring/enrichment programs and LNS for grades K-12. Employment will be dependent upon grant funding.

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

1. Assist school principals, teachers, and parents in identifying and meeting the needs of the students participating in the program.
2. All staffing, meetings, budget planning, program structure, grant requirements for program function.
3. BIE communication and required documentation for the BIA and US Department of Education.
4. Write the grant to apply for funding for the next Grant Cycle.
5. Design, implement, and coordinate the academic and enrichment program for the students participating in the program.
6. Assist the reading and math coaches with data collection and reporting.
7. Meet with the classroom teaching staff, special education staff, and administration to discuss and evaluate the individual progress of students, needs of the program and desired outcomes.
8. Coordinate and supervise snacks for the after-school program.
9. Work with the LNS curriculum director, reading coach, and math coach to procure the needed instructional materials and equipment for the classroom teachers.
10. Record and track attendance and monitor students with chronic absenteeism.
11. Maintain a daily log of director /coordinator work and activities.
12. Work with parent liaisons to develop creative ways for parents to be involved in their child's education.
13. Update student data base and other documents pertaining to the function of the program required by the 21<sup>st</sup> CCLC grant.
14. Must be on-site at LNS during planning and hours of operation.
15. Will enforce the school's discipline policies.
16. Must maintain strict confidentiality of caseloads.

17. All other duties as needed.

### **MINIMUM QUALIFICATIONS:**

- High School Diploma or GED
- Two year college degree- *preferred*
- At least 2 years in an academic role in P-12 education
- Management experience
- Teaching/tutoring experience preferred
- Lummi/Native American/Veteran preference policy applies.

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

- Ability to perform, involve and collaborate with staff, BIE, parents, families, and education staff to design and manage the program and develop strong school partnerships in the educational process.
- Respectful and sensitive to the community values and culture of the Lummi community.
- Knowledge and experience in working with various teaching/learning/tutoring techniques and approaches.
- Experience in planning, scheduling, and coordinating activities.
- Ability to keep and maintain confidentiality.
- Must be able to work independently.
- Must have the ability to work with children of all ages.
- Must be able to perform routine physical activities that are required to fulfill job responsibilities.
- Working with school administrators, must be able to work effectively with students to administer discipline and solve behavior issues.

### **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.
- Position is grant funded that will end on **September 30, 2022**. If additional funding is received this position will need to be reviewed for grading purposes
- Must be fully vaccinated for COVID-19 including two (2) doses of a 2-dose series, or one (1) dose of a 1-dose series, plus 14 days beyond the final dose prior to the start date

### **TERMS OF EMPLOYMENT:**

- Grant funded position (Currently in Year 3 of a 3-year grant)
- All elements of this job description apply.

### **EVALUATION**

- Performance of this job will be evaluated in accordance with provisions of policy on Evaluation of Professional Personnel.

### **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.