



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

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

JOB ANNOUNCEMENT **JOB TITLE: JOM Tutor Coordinator**

OPEN: August 12, 2022

EXEMPT: No

SALARY: (6) \$16.50-\$18.48/hr. DOE

SHIFT: Day

LOCATION: JOM Department

DURATION: Regular Full-Time

CLOSES: August 19, 2022

JOB CODE:

DIVISION: Education

DEPARTMENT: Education

SUPERVISOR: JOM Director

VACANCIES: 1

JOB SUMMARY: The scope of this position is two-fold. The first is to advocate in the schools for the needs of Indian students and their families and the second is to encourage parents to become more involved in their child's education.

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

1. Ability, to effectively communicate with parents, Tribal Enrollment Offices and Public/Tribal School Staff in verifying eligibility of Native Students.
2. Ability to effectively communicate and collaborate with Tribal and Outside agencies.
3. Assist school principals, teachers, and parents in identifying and meeting the needs of eligible Indian Students.
4. To recruit Native students for tutoring using criteria as developed by the JOM Program, school administrators, classroom teachers and parents.
5. Plan parent/child activities, at least two times a school year, such as award and field trips.
6. To procure the needed instructional materials and equipment needed at the various after school instructional sites, maintain an up to date, accurate record of the whereabouts of all JOM equipment.
7. Provide school supplies and fees for eligible students.
8. Check attendance and follow up with telephone calls, e-mail correspondences and home visits for students with poor attendance.
9. Maintain a daily log of contacts and activities.
10. Inform parents of parent/child activities at Ferndale Schools and Lummi Tribal Schools through mailing, telephone calls, e-mail, or home visits.
11. Plan with JOM Director monthly parent committee meetings
12. Develop creative ways for parents to be involved in their child's education.
13. Plan parent/child activities at least two times a school year, such as field trips.
14. Make home visits as necessary to encourage and support parents.
15. To keep abreast and current in Indian Education issues by attending relevant in-service training, National Education Conferences, explore up to date issues on all Indian Education Program through the internet and workshops.

16. Update Student Data Base program when needed and print reports.
17. To keep current in Indian Education issues by attending Lummi Nation Public Hearing and General Council meetings pertaining to Indian Education.
18. Assist in supervising staffs to carry out the program goals.
19. All other duties as assigned by the supervisor.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- 2 years of experience working with Tribal or Indian Education programs
- Must possess and maintain a valid Washington State Driver's license and meet eligibility requirements for tribal
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge and experience in working with various teaching/learning/tutoring technique and approaches.
- Experience in planning, scheduling, and coordinating activities.
- Must have experience in Excel, Word, Power Point, Access, Publisher, e-mail, and Internet searching.
- Ability to keep and maintain CONFIDENTIALITY.
- Must be very reliable and demonstrate good working habits and ability.
- Must be able to work independently.
- Must have the ability to work with children of all ages.
- Must have experience of Parent/Teacher Conferences and all other School Activities.
- Ability to effectively communicate with parents, teachers, and school administrators

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 successful and extensive criminal background check, CAMIS background check Federal Bureau of investigation Fingerprint Clearance.
- 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.

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. 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.