

Lummi Nation School

Educational Excellence for the Future



2334 Lummi View Drive / Bellingham, WA 98226

Ph. (360) 758-4300 Fax: (360) 758-3152

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

JOB ANNOUNCEMENT

JOB TITLE: Re-Engagement Specialist

OPEN: January 12, 2023

EXEMPT: No

SALARY: (7) \$20.07-\$22.60/hr. DOE

SHIFT: Day

LOCATION: Lummi Nation School

DURATION: Regular Full Time- 10 Months

CLOSES: January 27, 2023

JOB CODE:

DIVISION: Education

DEPARTMENT: LNS

SUPERVISOR: Dean of Student Intervention

VACANCIES: 1

JOB SUMMARY: Work closely with the Data and Attendance Coordinator and LNS Administration to improve daily student attendance and ensure student, school, staff and building safety procedures and safeguards are implemented and followed accordingly.

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

1. Work closely with the Data and Attendance Coordinator and other LNS staff to assure students are attending school regularly.
2. Make daily contact with students and families when students are absent from school.
3. Provides on-call transportation to students/families as requested.
4. Make home visits and contacts with families regarding student truancy.
5. Keep documentation of the nature of the contact, attempted contacts, times, and dates and log contacts made in NASIS/WESPAC and enter this documentation weekly
6. Provide Data and Attendance Coordinator and administration a copy of contact/service logs weekly.
7. Enter contact/services logs into NASIS and WESPAC weekly
8. Attend parent advisory committee, PLC, SIT and administration meetings, and workshops as required.
9. Work with students and parents and the Data and Attendance Coordinator to improve attendance and increase the % of excused absences and decrease the % unexcused absences
10. Monitor halls during passing periods and class time to ensure all students are attending assigned classes to decrease the unexcused absence rate.
11. Complete behavior referrals when necessary to report truancy and inappropriate and unsafe behavior exhibited.
12. Deliver homework to students that are on extended excused absences.
13. Attends intervention meetings when requested.
14. Maintain high professionalism regarding student confidentiality.
15. Escorting students around campus or off campus when needed.
16. Maintain the same high level of ethical behavior and confidentiality of information about students as is expected of a fully licensed teacher. (on-going)
17. Carry out other duties assigned by the Director of Student Intervention or designee.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- 1 year Post Secondary higher education required.

- 1 years of full-time experience working within the Lummi Community with high-risk youth and families in supplying community support services/referrals in a school setting
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Must have excellent interpersonal skills.
- Must be able to safely lift a minimum of 40 pounds.
- Ability to work safely, independently and with good judgment
- Basic understanding of the Lummi Truancy Code and Tribal Law.
- Ability to work in a fast-paced work/ school environment, with complete mobility and competence.
- Interpret, implement, and apply rules, regulations, policies, and safeguards.
- Previous work experience with school students and teachers preferred.
- Must follow LIBC rules of conduct that will protect the interests and safety of all students and employees.
- Demonstrated ability to work with Native American students and at-risk families
- Ability to maintain confidentiality of school records and information.
- Ability to work as a team member in a small high-risk school.
- Must keep accurate and complete records for reporting purposes.
- Ability and willingness to upgrade skills to maintain the highest level of efficiency and high-quality work.
- Must have ability to multi-task in a fast pace working environment.
- Basic competency with computer programs; Microsoft Office, data base programs, etc. or willing to learn.
- Must have the ability to direct, re-direct, supervise and monitor students in a firm yet fair manner
- Knowledge of educational data base programs
- Excellent verbal, written and interpersonal communication skills
- Be a positive role model and drug/alcohol free.

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.
- Valid First Aid/CPR card maintained for duration of job; or willing to obtain one
- Must follow LIBC rules of conduct that will protect the interests and safety of all employees
- Proof of U.S. Citizenship.
- Must be able to adhere to strict attendance expectations of the Lummi Nation School.
- 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
- Customer service skills – must be friendly, approachable, and willing to listen to ideas to improve menu or operations.

TERMS OF EMPLOYMENT:

- All elements of job description apply.
- Salary depends on qualifications.
- Full Time – 11 Month Employee
- 90 Day Orientation Applies

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 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.