

Lummi Nation School

Educational Excellence for the Future



2334 Lummi View Drive / Bellingham, WA 98226

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

JOB ANNOUNCEMENT

JOB TITLE: Lummi Johnson O'Malley Program Director

OPEN: January 12, 2023

EXEMPT: No

SALARY: (11) \$34.94-\$39.95/hr. DOE

SHIFT: Day

LOCATION: Lummi Nation School

DURATION: Regular Full Time

CLOSES: January 27, 2023

JOB CODE:

DIVISION: Education

DEPARTMENT: Johnson O'Malley

SUPERVISOR: Education Director

VACANCIES: 1

JOB SUMMARY: To administer all aspects of the J.O.M. program both at Lummi and the Ferndale School District

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

1. Take responsibility for program planning, including budgets, hiring, and supervising staff to carry out the program.
2. Must maintain STRICTEST CONFIDENTIALITY of caseloads.
3. Assist local public-school principals, and Lummi Nation School Principal and teachers, and other staff. Survey, research, and communicate with parents to understand and meet the needs of eligible Indian students to help them engage and succeed in their schoolwork.
4. Submit annual reports regarding the JOM programs as required with the goals and objection of the JOM programs.
5. Submit annual JOM student data report to the Bureau of Indian Education (BIE) by June 1st of every year.
6. Demonstrated ability to structure staff in-service training, and ability to maintain a high level of morale in the daily supervision of operations and of all tutoring sites.
7. Inform and engage parents of parent/child activities at Ferndale School District, through mailing, phone calls, hosting video conferences or when safer, providing home visits.
8. Make home visits as necessary to encourage and support parents and students.
9. Develop creative ways at each grade level for parents to be involved in their student's education.
10. Develop special events calendar to be hosted in full or in part by the JOM Program, for example, the Senior Recognition Night; College & Career Readiness activities; Voter Support for Bond and Levy Elections; Meet Your Student's Teacher(s) Night or other.
11. Maintain a daily log of contacts and activities.
12. Develop and maintain Lummi Student Data Base (Head Start to College) and include summary results to the Lummi Indian Business Council General Manager and Education Director.
13. Other related duties as assigned by the Education Director

MINIMUM QUALIFICATIONS:

- Associate degree in Public and Tribal Administration, or related field; and
 - Three (3) years of experience with a tribal or Indian education program; and
 - Three (3) years of experience working with high-risk youth; and

- Three (3) years of experience working with budgets; **OR**
- Bachelor's degree in Tribal Governance and Business Management (TGBM), Native Studies Leadership (NSL), Business Administration, or related field; and
 - One (1) year of experience with a tribal or Indian education program; and
 - One (1) year of experience working with high-risk youth; and
 - One (1) year of experience working with budgets.
- 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:

- Demonstrate and understanding of all phases of required work.
- Have ability to communicate effectively within the Lummi Indian and Education Community.
- Experience in planning and coordination of special events and activities, budget management and grant writing.
- Ability to keep and maintain confidentiality at all times regarding student record and other records pertaining to the program.
- Ability to maintain high standards of organization, professionalism and possess exceptional verbal and written skills
- Ability to establish, build and maintain cooperative working relationships with various departments to enhance the completion of assigned tasks
- Ability to handle confidential matters and information in a professional manner
- Ability to prioritize despite interruptions using a high degree of flexibility
- Ability to organize, set priorities, meet deadlines, attend to detail, and follow through on a variety of assigned tasks
- Ability to prioritize and work well under pressure
- Ability to multi-task in a fast pace working environment
- Ability to work both independently and as team player
- Be willing to work flexible hours
- Ability to maintain an efficient filing system and record keeping of confidential and other school/accounting records
- Previous work experience of dependability, punctuality, and reliability

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 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:

- All elements of this job description apply.
- Salary depends on qualifications.
- Full Time – 12 Month
- 90 Day Orientation 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. 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.