



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: Lummi Johnson O'Malley Program Coordinator

OPEN: November 6, 2023

EXEMPT: No

SALARY: \$23.25+ DOE

SHIFT: Day

LOCATION: JOM Department

DURATION: Regular Full Time

CLOSES: Until Filled

JOB CODE:

DIVISION: Education

DEPARTMENT: Johnson O'Malley

SUPERVISOR: JOM Director

VACANCIES: 1

JOB SUMMARY: Perform a variety of essential duties to the Native American students, and families under the guidelines of the JOM goals and objectives. The Program Coordinator is to be an advocate in the schools setting regarding the JOM students and their families. Encourage parents to become more involved in their child's education within the JOM Program goals' guidelines.

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

1. Ability to effectively communicate with parents, Tribal Enrollment Offices, Public/Tribal School Staff, and JOM department in verifying eligibility of JOM Native Students.
2. Ability to effectively communicate and collaborate with other Tribal Programs as needed.
3. Assist school principals, teachers, and parents in identifying and meeting the needs of eligible JOM Students.
4. To recruit Native students for tutoring using criteria as developed by the JOM Program, school administrators, classroom teachers and parents.
5. Coordinate and plan parent/child activities with designee School Districts.
6. Plan and coordinate senior recognition night by developing senior slide show, pictures, banners, senior activities etc.
7. Maintain a daily log of contacts and activities with parents, students, and school administrators.
8. Inform parents of parent/child activities at Ferndale Schools and Lummi Tribal Schools through mailing, telephone calls, e-mail, **or** home visits as needed.
9. Plan and coordinate monthly parent committee meetings with JOM Director.
10. Establish positive relationships with teachers, students, and families.
11. Work with Lummi Nation School and Ferndale School District parent liaisons to develop creative ways for parent engagement.
12. Collaborate with school attendance staff to monitor attendance and follow up with telephone calls, e-mail correspondence and home visits for students with good/poor/improved attendance.
13. Make home visits as necessary to encourage, support parents and provide intervention when needed.
14. Support transportation when available to and from school for students, and to parent teacher conferences.
15. Collaborate with the Lead Tutor on designing and implementing the JOM after school tutoring program.

16. Be the supervisor to the JOM tutors, including Lead Tutor and be a guide to the tutoring program.
17. Will enforce and maintain strict instructional materials, equipment that may be needed at the various after school instructional sites and maintain an accurate record of the whereabouts of all JOM equipment and material.
18. Assist in preparing timecards for JOM tutoring staff.
19. Must keep current in Indian Education issues by attending Lummi Nation Public Hearing and General Council meetings pertaining to Indian Education.
20. Work along with the JOM staff to carry out the program goals and objectives to meet the needs of the JOM students.
21. All other duties as assigned by the supervisor.

MINIMUM QUALIFICATIONS:

- Associate degree in accounting, healthcare administration, or related field
- 3 years of experience of working in Tribal or Indian Education programs
- 3 years of working within the Lummi Community with youth, families supplying community support
- 3 years of working Parent/teachers/School districts regarding school activities
- 3 years of supervision experience
- 2 years of office experience

OR Preferred

- Bachelor's degree in accounting, healthcare administration, or related field
- 4 years of experience of working in Tribal or Indian Education programs
- 4 years of working within the Lummi Community with youth, families supplying community support
- 3 years of working Parent/teachers/School districts regarding school activities
- 3 years of supervision experience
- 3 years of office experience
- Must possess and maintain 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:

- Knowledge and experience in working with various teaching/learning/tutoring techniques 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 with time management.
- Must be able 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.
- Ability to inform, involve, and collaborate with parents and families to build a strong partnership in the student education process.

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.