

# 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:** Data and Compliance Manager

**\*\*Re-Advertise\*\***

**OPEN:** November 17, 2023

**EXEMPT:** No

**SALARY:** DOE

**SHIFT:** Day

**LOCATION:** Lummi Nation School

**DURATION:** Regular Full Time

**CLOSES:** November 27, 2023

**JOB CODE:**

**DIVISION:** Education

**DEPARTMENT:** Administration

**SUPERVISOR:** Curriculum & Assessment Director

**VACANCIES:** 1

**JOB SUMMARY:** This position is located within the LNS K-12 Program responsible for variety of tasks related to performing compliance and administrative functions associated with the operation of the Federal and Bureau of Indian Education (BIE) programs and Washington State Office of Superintendent. Ensures compliance with and abides by timelines of reporting requirements with Federal, State, and Local entities applicable to Lummi Nation School operations. Maintain and/or document confidential issues pertinent to educational process, projects, files, and data.

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

1. As required by the OSPI, BIE, and Federal agencies monitor, prepare, edit and/or update complex and diverse reports for a variety of educational constituents i.e., Bureau of Indian Education, Bureau of Indian Affairs, Office of Indian Education (OIEP) and Lummi Indian Business Council (LIBC).
2. Agency reporting requirements include, but are not limited to:
  - P223 and P223H Enrollment Forms
  - AYP – Annual Yearly Progress and quarterly reports
  - PIAP – Program Improvement Accountability Plan
  - CSRP – Consolidated School Reform Plan relating to school improvement grant preparations, reporting and specifications
  - School Improvement Plan/Process Review
  - SDFSCA – Safe and Drug Free Schools and Community Act
  - Title VII – Indian Education grant
  - Various attendance, discipline, and weapons reports
  - Native Star – BIE compliance reporting system
3. Responsible for timely submission of quarterly and annual reports to appropriate agencies as mandated.
4. Compiles data, develops content, drafts reports and monitors completion of reporting requirements pertinent to requesting agency mandates.
5. Functions in accordance with policies, procedures, laws, rules, regulations, confidentiality and operational requirements pertinent to LNS department.
6. Must act within and maintain the trust and confidence of the LNS Administration in response to a variety of organizational matters using tact, sensitivity, and discretion.
7. Relays sensitive information to staff, elected officials and the public as directed.

8. Evaluates priorities and independently addresses requested and mandated reporting requirements
9. Organizes, updates, maintains, purges and archives databases, files, records, and other documents according to guidelines.
10. Prepares, edits and/or updates procedures, reports, and other documents
11. Provides directed oversight and responsibility of BIE audit requirements – monitors NASIS systems and record keeping duties of school employees to ensure accuracy for bi-yearly audits
12. Prepare statistical custom reports for LNS Administration, Lummi Nation School Board, and or LIBC
13. Monitors, collects, research, verify, enter, updates, and retrieves computer data as necessary.
14. Participates as part of the LNS administrative team in planning, systems analysis, program evaluation, cost estimating and problem-solving activities.
15. Works with departmental staff and educational management/directors to coordinate reporting accuracy.
16. Analyze efficiency of administrative services staff duties, provide direction and/or training for improvements to ensure completion of required reporting for K-12 entity.
17. Provide direction, coordinate, and assign tasks relevant to critical elements of compliance issues to administrative support staff.
18. Function as System Administrator for the Skyward and Native American Student Information System (NASIS). i.e., access, tool rights, privileges for staff and families. (BIE)
19. Function as the System Administrator for Native Star; assure compliance deadlines are met
20. Performs all other duties on behalf of LNS Administrative Manager or other management personnel as assigned.
21. In the absence of the Administrative Manager, supervise administrative support office staff related to essential student records and ensures and systematic and effective educational office structure is in place and maintained
22. In the absence of the Administrative Manager, compile, report, input, submit and manage State compact reporting requirements and WESPAC data base systems with accuracy.
23. In the absence of the Administrative Manager, provide and keep track of security clearances and access to the WESPAC systems for LNS employees that require access for reporting purposes.
24. Participate in weekly BIE conference calls to ensure compliance and system updates.
25. Responsible for providing applicable NASIS training for staff, students and/or families.
26. Assists the administrative manager to assure quarterly submissions are made to the Squol Quol.
27. Performs all other duties on behalf of LNS Administration or other management personnel as assigned.

#### **MINIMUM QUALIFICATIONS:**

- AAS, AA Direct Transfer degree; *preferred*
- 3 years of experience working within the Lummi Community with high-risk youth and families; required
- 2 years working knowledge and experience with computer operation and a variety of office and system software including student database, word processing, spreadsheet, presentation, and various applications pertinent to the educational system function; required
- 3 years experience with accounting procedures and efficient office functions; required
- 2 years previous work experience in an administration support position and management team; required
- 2 Years experience with Educational systems and organizational infrastructure; *preferred*
- Lummi/Native American/Veteran preference policy applies.

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

- Ability to coordinate projects and tasks closely with supervisor and follow prioritized task lists as well as manage multiple assignments simultaneously.
- Ability to use complex problem-solving skills to creatively and successfully solve problems.

- Possess interpersonal, supervisory and management skill and experience
- Possess relevant and effective communication, personnel organizational skills relevant to maintaining effective departmental relations.
- Knowledge of and experience with various federal compliance requirements pertinent to educational institutions.
- Ability to effectively manage data base systems; creating reports to determine accuracy for funding purposes
- Ability to directed and oversee staff reporting requirements while providing accurate deadlines; monitor deadlines are accurately met
- Ability to accurately and completely enter data and creates reports and summaries.
- Ability to summarize information in written and verbal form when required.
- Knowledge of management principles, procedures, functions and practices, record-keeping and telephone systems, business mathematics, budget preparation, bookkeeping, and English composition and grammar.

#### **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 able to adhere to strict attendance expectations of the Lummi Nation School.

#### **TERMS OF EMPLOYMENT:**

- All elements of this job description apply.
- Academic School Year (12-month employee).
- Salary depends on qualifications.

#### **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.