

Lummi Nation School

Educational Excellence for the Future



2334 Lummi View Drive / Bellingham, WA 98226

Human Resources Fax: 360-380-6991

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

JOB ANNOUNCEMENT

JOB TITLE: Family Support Coordinator

Re-Advertise

OPEN: March 14, 2025

EXEMPT: No

SALARY: (8) \$23.25- \$25.96/hr. DOE

SHIFT: Day

LOCATION: Lummi Nation School

DURATION: Regular Full Time 12 Month

CLOSES: Until Filled

JOB CODE:

DIVISION: Education

DEPARTMENT: Lummi Nation School

SUPERVISOR: Administration

VACANCIES: 1

JOB SUMMARY: Under the supervision of the LNS administration, coordinate family engagement meetings and events as required by the approved Parent Involvement Plan. The Family Support Coordinator is the primary person responsible for coordinating, managing, modifying, and implementing an effective Parent Involvement Plan that includes implementing services that meet the academic, social, emotional, and physical needs of all K-12 students. Works closely with LNS staff by acting as a liaison between the school and the community to inform, communicate, and build awareness and relationships that promote academic success for the students and parents.

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

1. As required by the 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), Lummi Indian Business Council (LIBC) and LNEB.
2. Responsible for creating, implementing, and managing an effective K-12 parent involvement plan; evaluate and modify the plan when necessary
3. Responsible for tracking and reporting all parent engagement meetings, activities, and contacts as required by the BIE.
4. Functions in accordance with policies, procedures, laws, rules, regulations, confidentiality, and operational requirements pertinent to the LNS department.
5. Relays sensitive information to staff, elected officials, and the public as directed.
6. Evaluate priorities and independently address requested and mandated reporting requirements.
7. Organizes, updates, maintains, purges, and archives databases, files, records, and other documents according to guidelines.
8. Prepare statistical custom reports for LNS Administration, Lummi Nation School Board, and LIBC.
9. With administration guidance and approval, plans family engagement activities and celebrations.
10. Work with administration and the PAC Chair to form PAC agendas and notify parents of PAC meeting dates.
11. Responsible for coordinating PAC meeting materials
12. Acts as the recording secretary for PAC meetings. Keeping accurate and clear minutes for the PAC meetings and following through on action items in a timely manner.
13. Responsible for ensuring timely quarterly submissions are made to the Squol Quol and LNS/LIBC

social media platforms.

14. Responsible for informing students, families, and the community regarding attendance and school policy in monthly written and ongoing verbal forms.
15. Attends intervention meetings with the Student Intervention Team (SIT) as scheduled.
16. Make home visits and contacts with families as needed and requested and keep documentation of the nature of the contact, attempted contacts, times, dates, and outcomes; documentation must be turned in weekly—data is entered into NASIS bi-weekly.
17. Assist with coordinating community support services/social services to families and students as needed.
18. Advise Lummi Nation School students, families, and staff of local resources to promote physical, social, and mental health and well-being.
19. Work with Family Services, CARE, Lummi Health, LSOC, YESS, and other community partners to develop, promote, and ensure that students and families utilize Lummi Nation's Social Service programs to the fullest.
20. When sick or suspended, assist and be available to transport students to counseling appointments, court, doctor appointments, and home when requested by the administration.
21. Attend meetings on behalf of the Lummi Nation School to ensure accurate and timely information is communicated between LIBC partners and the school as directed.
22. Participates in the School Improvement Process, staff meetings, and professional development meetings.
23. As needed, bring homework to students who are sick at home, in juvenile detention, treatment centers, or during winter culture months.
24. Be knowledgeable of LIBC, BIA, Washington State Department of Education, and Tribal policies, procedures, and regulatory practices related to family engagement.
25. Carry out other duties assigned by the administration or designee.
26. Must be willing to work a flexible schedule.

MINIMUM QUALIFICATIONS:

- High school diploma or GED
- Two (4) years of experience coordinating and planning large events are *preferred*.
- Two (4) years of experience compiling, analyzing, and reporting data.
- Two (4) years of experience working within the Lummi Community with high-risk youth and families
- Two (4) years of experience managing grants is preferred.
- Lummi/Native American/Veteran preference policy applies.

OR

- Associate degree in Public and Tribal Administration, Direct Transfer, or related field.
- Two (2) years of experience coordinating and planning large events are *preferred*.
- Two (2) years of experience compiling, analyzing, and reporting data.
- Two (2) years of experience working within the Lummi Community with high-risk youth and families
- Two (2) years of experience managing grants is *preferred*.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Ability to compile records and data of social services requested and/or completed by students and/or family unit
- Knowledge of accounting procedures
- Knowledge of computer operations and various software, including student databases, word processing, spreadsheets, presentations, and various applications pertinent to the educational system function.

- Complete competency and skill with Microsoft Office, database programs, etc.
- Knowledge of educational database programs, NASIS, and WESPAC
- Efficient administrative manager skills
- Excellent verbal, written, and interpersonal communication skills
- Be a positive role model and drug/alcohol-free.
- Ability to inform, involve, and collaborate with parents and families to build strong school partnerships in the educational process
- Ability to establish and maintain open, effective communication and good rapport with students, parents, and school personnel.
- Ability to work cooperatively with groups and individuals
- Ability to organize and prioritize own work; manage a large caseload in an efficient and effective manner; present material effectively in written and oral form
- Ability to develop and implement casework plans to remove academic, medical, and employment barriers for socially and economically disadvantaged parents and students
- Ability to identify economic, cultural, physical, and environmental factors that support or limit family or individual functioning
- Available to work flexible hours.
- Ability and willingness to work both as a team member and independently.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol tests 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.
- Have an appreciation for the cultural heritage of Native Americans is highly desired.

TERMS OF EMPLOYMENT:

- All elements of this job description apply.
- Salary depends on qualifications.
- 12 Month Employment
- 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.