

AMERICAN INDIAN EDUCATION PROJECT COORDINATOR

DEFINITION:

Under general supervision of the Categorical Programs Coordinator, develops, plans, organizes, coordinates, and implements the Title VII-A American Indian Education Program; works with students, parents, staff, administrators, and community members to coordinate a district wide academic and culturally based program for elementary students; oversees the program=s curriculum to ensure effective methods are used and State standards are carried out; assumes and performs related work as necessary or required.

CLASS CHARACTERISTICS:

This class is distinguished from other classes in that the primary emphasis of the work is to coordinate the Title VII-A American Indian Education Program and to develop and implement cultural based grade level appropriate activities and curriculum aligned with California Social Studies Content Standards.

EXAMPLES OF DUTIES:

Plans, organizes, and implements District-wide, grant-funded Title VII-A cultural based American Indian Education Program; *E*

Researches, obtains and assembles instructional materials used in a grade level appropriate cultural awareness program aligned with California State Social Studies Content Standards; *E*

Schedules and presents cultural curriculum units on Native American culture in classrooms throughout the District; *E*

Coordinates with principals and teachers to schedule school assembly presentations provided by a cultural consultant; *E*

Assists a Native American cultural consultant to develop and compile curriculum kits for distribution to individual schools for use in grades 3, 4, 5, & 8; *E*

Schedules and prepares workshops, field trips and social events; *E*

Prepares and presents cultural artistic presentations; *E*

Schedules, coordinates, and prepares meetings with the Parent Advisory Committee; *E*

Prepares and maintains program records related to Federal grant requirements, including student enrollment; *E*

Writes grant proposals related to the requirements of the Title VII-A American Indian Education Program; *E*

Monitors project budget; *E*

E denotes an essential function of the job.

Prepares periodic newsletters and other written communications related to the Title VII-A American Indian Education Program;

Coordinates with District administration to plan, organize and implement the academic and cultural based summer school program;

Prepares, distributes, and collects enrollment forms to determine student eligibility;

Completes a variety of District and federally mandated paperwork to meet specific Title VII-A program requirements;

Advises administrators on student progress, staffing needs and recommends additional program services;

Coordinates with District administration to plan and implement extended learning opportunities related to Title VII-A requirements;

Obtains and prepares arts and crafts supplies, reprographic & resource media materials appropriate for use by students in conjunction with Native American classroom curricula;

Prepares related Program and District paperwork and performs various other general office duties to achieve both clerical and instructional goals of the grant;

Works cooperatively with various educational agencies, including State, Federal, Local offices and administrations;

Attends meetings, workshops, and conferences, in connection with administration of the Title VII-A program.

SUPERVISION:

Receives general supervision from the Categorical Programs Coordinator.

Provides on-going direction and guidance to the American Indian Education - Project Assistant.

MINIMUM QUALIFICATIONS:

Knowledge of:

Native American education, cultures, and practices;

Recreational and classroom activities for school age children;

Arts and crafts, fine art, and/or Native American cultural art;

Title VII-A and other applicable laws, rules, regulations and policies applicable to Indian education;

State and Federal student assessment methods;

Personal computer (PC) operation including: how to use word processing, data base and spreadsheet application programs;

English usage, spelling grammar and punctuation;

Modern record keeping practices and procedures;

Principles and practices of human resources management and supervision.

Ability to:

Work independently to achieve project goals;
Prepare and present oral presentations to large groups of students and adults;
Complete funding applications and program evaluations;
Understand, interpret and apply complex rules, regulations, procedures and policies;
Work effectively with a wide and diverse audience, particularly American Indian students and their parents;
Operate a Personal computer (PC) and effectively use word processing, data base and spreadsheet application programs;
Generate and maintain accurate records and reports;
Coordinate and direct the work of others;
Demonstrate sensitivity to the cultural awareness needs of students, their parents, school staff and administrators;
Motivate parents and community members to participate in the program and become involved in the achievement of program goals;
Establish and maintain effective working relationships.

EDUCATION AND EXPERIENCE:

Equivalent to completion of two years of college, supplemented by life and/or work experience indicating awareness of Native American culture(s). Experience in Native American cultural art and/or arts and crafts desirable. Substantial and responsible experience working with groups of children and adults.

LICENSE REQUIRED:

Possession of a valid and appropriate California Driver's License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Frequently stands, walks, sits; occasionally stoops, bends, and safely lifts, carries, and/or pushes up to 25 lbs; frequently uses arms, hands and fingers on both hands. Communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in a classroom environment. Works inside and outdoors; has direct contact with students, parents, the public, and district staff and is frequently exposed to minor contagious illnesses and on occasion to severe contagious illnesses; works without direct guidance from the immediate supervisor.

Last revised 5/96
Revisions effective 2/17/05