

## Indian Education Project Coordinator Job Description

The Indian Education Project Coordinator position is designed to assist all Native American students by assuring student access to all available school and district academic services for which they qualify; assisting parents or guardians of Native American students to participate within the academic system. Providing tutorial and cultural services on a consistent basis allowing access to all Native American students.

### Responsibilities

- Assist Grant Project Director with the planning, updating and maintaining the annual Title VI grant information
- Ensure and keep current identification and documentation of Native American students attending the Sampson County Schools (506 forms – completed and verified)
- Monitor student progress, attendance and discipline
- Maintain database to track student grades, attendance, and discipline
- Collaborate with Sampson County School administration to ensure Native American student dropout rates decrease
- Provide tutoring and academic support for all students on an as needed basis
- Plan and provide monthly cultural art sessions for Native American students
- Plan annual high school graduation recognitions
- Provide relevant information to students and parents, i.e. scholarship information, available conferences, college campus visits, etc.
- Prepare, schedule and conduct classroom/school presentations for the purpose of accurately portraying Native American culture (Pow Wows, Native American Heritage Month activities in person and virtually)
- Develop and maintain a Student Advocate Committee (This committee will include 3-5 6<sup>th</sup> through 12<sup>th</sup> grade Native American Students within the Sampson County School system)
- Develop and Maintain a Parent Committee (This committee will include 5 parents of Native American Students in any grade level within the Sampson County School system)
- Serve as a liaison between the Sampson County School Administration, Parent Committee, Student Advocate Committee students, parents, local service agencies, and the Native American community for communicating information
- Meet with the Student Advocate Committee and Parent Committee (September, December, March, May)
- Make contact with Native American students and their parents via home visits, phone calls and virtual meetings for academic support as needed
- Travel to the individual Sampson County Schools, the Sampson County School Administration office, North Carolina Unity Conference, North Carolina Senior Coalition Conference, North Carolina Native American Youth Organization meetings, and other events as requested or necessary
- Attend and give updated reports at the monthly Coharie People community meetings
- Position works with the direction of the Coharie, People, Inc. Board, Coharie People, Inc. Chairperson, Program Title VI Program Director and The Office of Indian Education
- Conduct other duties as assigned by the Coharie People Board

## Knowledge

Levels of Importance: 1 (Lowest) through 5 (Highest)

- The purpose of the Indian Education Grant program (5)
- Historical knowledge of the Coharie Tribe (5)
- Historical knowledge of the other Native American Tribes (3)
- Knowledge and experience to teach the cultural aspects of the Native American Tribes (4)
- Core values and Administrative format of the Sampson County School system (3)
- The functions of a grant budget (3)

## Abilities

Levels of Importance: 1 (Lowest) through 5 (Highest)

- To orally communicate in a respectful and professional manner to students, parents, school administration, Coharie People Board members, and the general public during one on one meetings, presentations, etc.(via in person or virtually (5)
- To be able to communicate essential information in written format (5)
- To be organized, punctual, creative and flexible (4)
- To maintain CONFIDENTIALITY and observe the PRIVACY of the Native American student's education and home environment.(5)
- To operate the multi-facets of a computer system and other technical equipment to provide a variety of communication and education to the Native American students, parents, school administration, and general public (4)
- To assist with creating a grant budget (4)
- To be able to research, retain and understand necessary Indian Education information to explain and improve the program for the Native American students. (4)
- To have the ability to assist qualified Native American students with tutorial skills in English, Math, Science, Social Studies, etc. (4)
- To assist high school students prepare for Early College, Community College, or University acceptance (4)

**Requirements**

- Valid North Carolina driver’s license
- Provide a valid, current criminal background check

**Preferred Requirements**

- Associates degree in a field of educational development or at least Forty-four (44) hours of college credits
- At least 2 years’ experience working within a school system in a teaching position or a child development business.

**Benefits**

- Working Hours: 8:00 AM – 5:00 PM (One (1) hour lunch time)
- Position observes/follows Sampson County Schools System schedule
- Flexible daily work hours depending on daily schedule and events
- Travel mileage at current federal rate
- Program Coordinator will receive an annual 1099 for tax purposes
- Salary Range - \$800.00 – \$900.00 bi-weekly DOQ

**Notations related to position**

- There will be a six (6) month probation evaluation on the hired individual (Successfully completed, individual will receive a five (5) percent increase There will be an annual evaluation of the position to assure completion of grant goals and objectives
- Deductions such as State and Federal taxes, Social Security, Retirement are not deducted from the bi-weekly salary
- Coharie People, Inc. Board will provide the position with a 1099 for tax purposes, not a W2 form

\_\_\_\_\_  
 Signature of Employee \_\_\_\_\_  
Date

\_\_\_\_\_  
 Signature of Coharie People Chairperson or Project Director \_\_\_\_\_  
Date