



NATIVES PROGRAM COORDINATOR

Position Summary

Identify, coordinate and deliver curriculum and educational services to Native American and Non-Native students within Eugene School District 4J. Organize and coordinate family resources and agency supports for students and families that promote academic and cultural growth. Provide information to Native students and families about educational services for which they might be eligible, conduct initial eligibility intake procedures and design/deliver robust programs to teach Native and non-native students in accordance with SB 13. Ensure there are strong partnerships with Oregon's 9 Federally Recognized Tribes.

Distinguishing Characteristics

Persons in this position coordinate programs and the delivery of services with a focus on educational outcomes. Persons in this position serve in a liaison capacity between families and the numerous human, juvenile and education service agencies resulting in a comprehensive delivery system for Native American students.

Supervisory Relationship

- This position receives general supervision and program direction by a District administrator which may include a building administrator depending on the location of the program or staff.
- The Coordinator may exercise technical supervision over volunteers and other program staff.

Essential Functions

These are examples only and should not be construed to be all inclusive or exclusive of work performed by positions in this classification.)

1. Recruit for, schedule and facilitate regular meetings with the advisory Parent Council.
2. Recruit and enroll Native students in the district's NATIVES program. Perform initial intake of students, assess student needs and assess eligibility for available services outside the district.
3. Assist in the continued development of programs intended to serve Native students. Mobilize and integrate the delivery of educational resources and assistance for Native students across the district.
4. Propose and implement plans to provide education to all district students about Oregon's Native American history.
5. Develop, monitor and report on the annual operating budget including the development of the Title VI Indian Education Formula Grant.
6. Develop and implement a culturally relevant and engaging program for students that builds community amongst our Native American constituencies.

7. Maintain financial records and perform other clerical accounting and office work.
8. In addition to cultivating a strong and lasting partnership with Oregon's nine Federally Recognized Tribes network and collaborate with existing human, juvenile and educational service organizations and programs.
9. Perform office coordination responsibilities including monitoring expenditures, coordinating volunteers, and implementing community events.
10. Develop, format and distribute informational materials and maintain a program library.
11. Perform other related work as directed.

Required Knowledge, Skills and Abilities

1. Working knowledge of Oregon's tribal history and the nine federally recognized tribes within the state.
2. Experience developing and delivering high quality education programs with targeted achievement outcomes.
3. Knowledge of children, youth and family issues and a record of establishing a strong network of community based organizations.
4. Experience working with families from diverse ethnic and cultural backgrounds.
5. Experience working with an advisory group to develop program initiatives and goals.
6. A collaborative approach to problem solving and program development / management.
7. Demonstrated record of addressing the needs of Native American students and families. Ability to mobilize services to families.
8. Ability to recruit and mobilize volunteers, non-profit organizations, and family service resources.
9. Clerical and personal computer skills.
10. Ability to communicate effectively, both orally and in writing.
11. Ability to exercise sound independent judgment in achieving service objectives and work independently with minimum direct supervision.

Minimum Qualifications

- Valid Oregon teaching license or eligibility to receive one before start date.
- Two years classroom teaching experience.
- Ability to pass a background check.

Work Environment

Duties are performed in an office environment, training environment, and in schools.

ADDITIONAL INFORMATION	
Employee Unit	Eugene Education Association (EEA)
Pay Grade	Licensed Salary Schedule
Developed by	Andy Dey, Director of High Schools
Reviewed by	Karen Hardin, Director of Human Resources
Approved by	Cydney Vandercar, Asst. Superintendent Adm. Svcs.
Last Revised	March 11, 2020

Employee Statement

“I have reviewed the above position description and understand its contents.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodations(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).”

Employee Name (Print)

Date

Employee Signature

Date