

Job Title:	<b>Coordinator of Native Language &amp; Cultural Programs</b>	Reports to:	<b>Director of Federal Programs</b>
FLSA Status:	<b>Exempt</b>	Supervisor duties:	<b>Admin Assistant</b>
Classification:	<b>Certified</b>	Approved on:	<b>10/13/2020</b>
Position Summary:	This position will coordinate efforts with the National and Regional Indian Education Offices, and the Indian Education Committee (IEC) to best utilize the JOM grant funds and provide a supportive and positive program for the students and parents of the Page Unified School District's Native American Cultural Programs, including Navajo Language and Navajo Government, that promotes parental involvement activities incorporating culturally relevant materials and resources that value the cultural heritage of the Native American Families		

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Coordinates and collaborates with schools, working with designated committees of teachers, administrators, and parents, to provide workshops that provide information to parents, representing both the beliefs of the district and the Native American Indian community, on parenting skills from the cultural perspective and on current research based practices.
- Coordinates and collaborates with schools to provide seminars that inform parents of educational programs and services within the schools and how the school system works.
- Coordinates and collaborates with schools to provide informational sessions to parents on their child's grade level and/or content area curriculum and model instructional strategies used in schools.
- Provides learning opportunities to parents on using the internet, computers, reading student achievement reports (NWEA and State Assessment results, etc.), rights and responsibilities of parents and students, student handbooks, and discipline and due process rights.
- Provides regular communication with parents and the community to inform them of events and opportunities for parental involvement within the schools by positing information at the local Chapter Houses or other designated locations.
- Assists in coordinating and integrating the Navajo Language and Culture Curriculum with the school's curriculum and in developing a communication plan to provide information on district activities, programs, and philosophies to the Native American Communities.
- Remain up-to-date on Federal Laws and requirements regarding Title VI, Indian Education Formula Grant and the Johnson O'Malley (JOM) funds available to schools.
- Works cooperatively with other administrators to integrate and coordinate the Title VI, Indian Education Formula Grant and the JOM Program, including applications, budget proposals, program evaluations, contract compliance, and reports, and provides information as appropriate to the other educational institutions and the Navajo Nation Division of Education.
- Coordinates and conducts regular meetings with the JOM Indian Education and Title VI Parent Advisory Committees to provide updates on academic progress and program budget proposals, leading to opportunities for input to enhance program services.
- Assume responsibility for the collection, review and submission of forms, reports or data relative to tribal, state and federal requirements and regulations as requested.
- Facilitate the collection, organization and analysis of student assessment data to monitor student performance and guide program changes for improvement.
- Explore and research best practices or innovative programs to enhance the culture, language and traditions of American Indian/American Native students.
- Available on request to attend Chapter Meetings and events and coordinates administrative team visits to Chapters as well as assist with the coordination of culturally relevant training and education for new teachers.
- Attends appropriate district professional development opportunities.
- Reports directly to the Federal Programs Director.
- Other duties as assigned.

**KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge school district rules, regulations, policies and procedures
- Strong organizational and interpersonal skills dealing with a diverse range of people.
- Ability to communicate effectively verbally and in writing.
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations.
- Ability to work cooperatively and courteously with staff, students, parents and community members.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community
- Skill in reading, analyzing and interpreting financial records, reports and regulations
- Skill in developing and projecting budgetary expenses
- Skill in delegating, assigning and evaluating work performance of assigned staff
- Skill in establishing and maintaining effective working relationships

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- Minimum requirement of a Bachelor's Degree required.
- Bilingual English/Navajo skills preferred.
- Writing, monitoring and evaluating grant experience preferred.
- Must have extensive knowledge of Dine' and Native American Indian culture, history and values.
- Must be self-motivated, professional, with excellent people skills.
- Must have excellent communication and collaborative skills

**Computer Proficiency:** MS Office Suite, Google Suite

**PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to climb, sit, stand, bend, and walk. The employee would be required to carry up to 20 pounds safely and could occasionally lift or move up to 25 pounds.

**WORK ENVIRONMENT:**

This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

*Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.*