

**SHOALWATER BAY INDIAN TRIBE
JOB DESCRIPTION**

Job Title: Education Program Coordinator
Department: Education
Reports To: Education Director
FLSA Status: Non-exempt
Prepared By: Human Resources
Prepared Date: 8/19
Approved By:
Approved Date:

SUMMARY: Provide educational instruction, provide for the safety of youth, implement independent life skills, assist in the planning and monitoring of daily activities of youth, as well as provide support service to youth based on plans and program goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Help facilitate and provide assistance to students entering secondary education/scholarship processes.
- Provide educational instruction to meet the needs of the youth participating in Tribal Youth Programs.
- Responsible for the daily operation of projects within the Education Department.
- Assists the Director in planning and evaluating the educational and recreational activities of the youth.
- Assess the social, intellectual, and physical needs of the youth.
- Assists the Director in developing educational activities based on the assessed needs and monitors the progress of each youth.
- Discusses the progress of the youth with their parents and responds to expressed concerns.
- Develops and maintains working relationships with school districts/teachers to ensure the needs of the youth are being met.
- Monitors inventory of supplies and informs Director when replenishing is necessary.
- Maintains a healthy and safe environment for youth.
- Administer first aid and handle emergencies when necessary.
- Provides clerical support to the Education Department.
- Assists the Director in supervising Summer Youth contractors, and Summer Youth workers.

SUPERVISORY REQUIREMENTS: Assists the Director in the supervision/direction of Summer Youth contractors and workers.

COMPETENCIES:

Interpersonal Skills – Focuses on solving conflict; maintains confidentiality; listens to others without interrupting; keeps emotions under control.

Oral Communication – Speaks clearly and persuasively in positive or negative situations; listens and obtains clarification; responds well to questions.

Written Communication – Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.

Teamwork – Balances team and individual responsibilities; exhibits objectivity and openness to others views; contributes to building a positive team spirit.

Ethics – Treats people with respect; works with integrity and ethically; upholds organizational values.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position.

Safety and Security – Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

Dependability – Follows instructions, responds to management direction; takes responsibility for own actions; commits to long hours of work when necessary.

Attendance and Punctuality – Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: AA Degree; or two to three years related experience/or training; or equivalent combination of education and experience.

CERTIFICATIONS: Current First Aid card with current Cardiopulmonary Resuscitation (CPR) or ability to obtain such within three months of hire.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures or government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee may occasionally lift and/or move up to 10 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Common classroom environment.

AT-WILL EMPLOYMENT: This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give instructions or assignments.

The employment relationship with Shoalwater Bay Indian Tribe is voluntary; there is no specified length of employment. Accordingly, either the Shoalwater Bay Indian Tribe or the employee may terminate the employment relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

This document does not create an employment contract, implied or otherwise.