



Title:	Indian Education Coordinator
Reports to:	Director of Indian Education and Principal at assigned school (daily schedule)
Terms of Employment:	10 Months
Salary:	NC State Salary Schedule

Primary purpose: Under the supervision of the Director of Indian Education, performs the duties required to implement, monitor, assess and foster the growth of the American Indian Education Program, Title VII that has been established in Scotland County Schools.

Responsibilities:

Duties of this job include, but are not limited to:

- 1 Acts as advocate/liaison between the District and the Native American community.
- 2 Organizes and coordinates student services, including the oversight of tutorial services for students primarily in Math and Reading for middle and high school students as needed.
- 3 Coordinates with community agencies providing cultural, advocacy, academic, vocational and other services to the Indian Education participants in the SCS Indian Education program.
- 4 Assists with reporting for grant preparation, operation including assigned budgets, monitoring and reporting for the district, state, and federal reports as needed.
- 5 While assuring confidentiality, maintains, evaluates, and interprets participant records as well as monitors testing scores, vital statistics, attendance, discipline reports and data affecting the needs of the student. Uses this information to prepare required reports and guide students.
- 6 Provides assistance to students, guidance, disciplinary actions as needed, coordination of in school services and follow up meetings as needed.
- 7 Coordinates diagnostic services and assistance for the basic cultural, academic and vocational needs of students.
- 8 Works with staff to ensure compliance with program regulations, standards, timelines, and data collection requirements as needed.
- 9 Consults with parents to coordinate services for students and family as needed.
- 10 Coordinates and implements effective referral services.
- 11 Develops a plan for utilizing community resources. Works closely with other private and public agencies to meet the special needs of Native American students and families.
- 12 Provides cultural enrichment activities throughout the district for students.
- 13 Assists students in the areas of academic, social, behavioral, and emotional development as well in career awareness.
- 14 Consult and collaborate with teachers, staff and parents in understanding and meeting the needs of students in the school setting.
- 15 Make appropriate referrals of students and parents to outside agencies.

16. In collaboration with teachers, parents, and staff, prepare students for transition to the next levels.
17. Participate in continued Professional Development and Personal Growth.
18. Presents a positive role model for students that supports the mission of the school.
19. Maintains a professional relationship with all colleagues, students, and their parents.
20. Compiles, maintains, and file all reports, records and other documents required.
21. Identify students to recruit and certify into the Indian Education, Title VII program.
22. Assists Indian Education Director when needed.
23. Adhere to all Scotland County Board of Education policies and procedures.
24. Other duties as assigned.

Education and Experience:

Bachelor's degree of related subject from accredited university

At least five years of practical experience in a position that demonstrates the required knowledge, skills, and abilities with an understanding of education programs, child development and American Indian Education Programs.

Experience with state and federal grant programs preferred.

Valid Driver's License