

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title:	Indian Education Technician
Pay Table:	Support
Pay Grade:	8
FLSA Status:	Non-Exempt
Job Code:	525
Reports to:	Director, Federal Programs

JOB SUMMARY

Under the direction of Equity/Federal Program Director, the Indian Education Technician provides mentoring for American/Alaska Native students and serves as a liaison between Parent Advisory Committee and Davis School District. Coordinates the district's Title VI Formula Grant.

ESSENTIAL JOB FUNCTIONS

- Mentors American Indian/Alaska Native students to advocate and communicate their needs.
- Responsible for managing yearly Title VI Formula Grant.
- Obtains official eligibility documents from American Indian/Alaska Native students and their families.
- Serves as a liaison between the Parent Advisory Committee and the Davis School District.
- Provides the Parent Advisory Committee with relevant information concerning the Title VI Formula Grant, budget updates, and district procedures/policies.
- Provides supervision of Indian Education Program staff.
- Identifies and utilizes community resources available to students/families.
- Attends monthly Title VI Coordinator and Equity Committee meetings.
- Provides training for secretaries, counselors, and principals.
- Manages secondary student graduation tracking and creates credit recovery plan.

MINIMUM REQUIREMENTS

- High School diploma or equivalent and some college-level coursework.
- Two (2) years of experience related to the above tasks, knowledge, skills and abilities or an equivalent combination of education and experience.
- Experience working with Native American culture preferred.
- Driver's license.

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent written and oral communication skills.
- Strong organizational abilities.
- Ability to collect and understand information, formulate conclusions, and make verbal and written reports and recommendations.
- Ability to establish and maintain effective working relationships
- Proficient in use of computers and computer programs (i.e. Microsoft Word, Excel, Outlook, PowerPoint).

PHYSICAL DEMANDS

Sedentary work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. The work also requires the following physical abilities in order to perform the essential job functions: fingering, grasping, handling, hearing, mental acuity, reaching, repetitive motion, speaking, talking and visual acuity.

WORKING CONDITIONS

Employees in this position work in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

The Davis School District has the right to revise this position description at any time.