

**PROJECT SPECIALIST,
NATIVE AMERICAN STUDIES and NATIVE SCHOLARS PATHWAY**

Purpose

The job of Project Specialist, Native American Studies and Native Scholars Pathway is responsible to provide specialized technical support, project management, consultation, research and curriculum development, instructional guidance, and professional learning related to Native American Studies (NAS).

Diversity Statement:

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

Essential Functions:

- Coordinates contracts, as well as related reporting and organizational tasks, including but not limited to: budgeting, expenditure reporting, research, curriculum development, implementation, and assessment of professional learning, instructional guidance, tools, and resources related to Native American Studies (NAS).
- Collaborates with local education agencies (LEAs) to build capacity to design and deliver professional learning that aligns with Native American Studies content, Native Ways of Knowing practices, and effective classroom pedagogy to increase proficiency for all students.
- Plans and implements training and professional development for local school districts, schools, administrators, and educators to design culturally and linguistically responsive practices and place-based teaching for improved academic outcomes, social emotional outcomes for American Indian and Alaska Native (AI/AN) youth.
- Directly supports the Native Scholars Pathway program development efforts to increase engagement with American Indian and Alaska Native (AI/AN) community members, tribes, and families;
- Assists Native Scholars Pathway network development by identifying, documenting, and disseminating examples of emerging, promising, and best practices for pathway development and pathway improvement initiatives.
- Supports the development of K-12 Native American Studies curriculum in partnership with lead Native American Studies scholars and California tribal communities.
- Supports the coordination, guidance, and implementation of community-driven, comprehensive projects designed to ensure K-12 American Indian and Alaska Native (AI/AN) students in San Diego County become college and career-ready.
- Designs services and supports based on the feedback of San Diego County tribal communities and K-12 American Indian and Alaska Native (AI/AN) students and families to meet the unique challenges of AI/AN students and families within the education systems to heal from impacts of intergenerational trauma and COVID-19.

- Encourages high-quality implementation and expansion of early college pathways for American Indian and Alaska Native (AI/AN) youth while coordinating opportunities to access early college courses; Indigenous language immersion and preservation programs, career exploration and internship opportunities; and hands-on experience designing and teaching indigenized STEAM MakerSpaces.
- Collaborates with others (e.g. SDCOE staff, LEA personnel, community organizations, etc.) for the purpose of implementing and maintaining coherent services and/or programs.
- Supports program components, including support needs, materials, professional learners, logistical and operational considerations (e.g. negotiating contracts with vendors, reserving space, etc.) for the purpose of meeting district and/or grant/program needs, guidelines, or requirements.
- Maintains a variety of manual and electronic files and/or records (e.g. summaries/counts of professional learners, grant expenditures, units of study, curriculum resources, digital training resources, etc.) for the purpose of providing up-to-date reference material that complies with regulatory requirements and established guidelines.
- Coordinates with university and community college partnerships to facilitate course registration for concurrent or dual enrollment of high school American Indian and Alaska Native (AI/AN) students and collaborates with Native Scholars Pathway partners to develop, expand, and coordinate additional dual enrollment courses for AI/AN high school students.
- Prepares a variety of grant program reports for the purpose of ensuring ongoing funding by complying with district and/or grant/program requirements, involving instructional effectiveness, and providing guidance to support quality teaching and learning.
- Presents information to LEAs, Tribes, and community agencies (e.g. program offerings, funding status, participation levels, etc.) for the purpose of promoting programs, gaining feedback, and complying with established internal controls.

Other Functions

- Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Knowledge and Abilities

KNOWLEDGE OF: human centered and socially conscious leadership; Indigenous Dual Language Programs and Immersion Programs; California Education Code and other related codes, current state and county policies, rules and regulations related to assigned area of expertise; and specific knowledge and experience required to satisfactorily perform the functions of the job include understanding matters relating to:

- Native American Studies and California Indian history; procedures and consultation while engaging with Tribal governments, understanding of Tribal sovereignty; knowledge of Native American Studies and Tribal community and cultural resources;
- Practicing cultural competency while working collaboratively with diverse groups and individuals; California K-12 data collection systems and practices;
- Grant administration;
- Stages of child development; Methods of instruction and adult learning;
- Public relations practices; and
- Designing digital resources and learning management content.

ABILITY TO:

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;
Review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions;
Work with a diversity of individuals and/or groups; adapt to changing work priorities;
Communicate with diverse groups;
Set priorities; Build collaborative relationships;
Work with constant interruptions;
Maintaining confidentiality;
Meet deadlines and schedules;
Work as part of a team;
Communicate effectively both orally and in writing;

Working Environment:

ENVIRONMENT:

Duties are typically performed in an office setting.
May travel to a variety of off-site functions.
May be designated in an alternate work setting using computer-based equipment to perform duties.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience:

Experience: Five (5) years of successful teaching experience, including (4) years of increased responsibility conducting professional development activities, collaborative projects implementation, assessment; and (2) years of experience working directly with Tribes, Tribal Education Departments, and/or local education agencies in designing programs to support academic and social-emotional success of K-12 American Indian and Alaska Native (AI/AN) students, and/or AI/AN families and communities preferred; and

Education: A bachelor's degree in education, Native American studies, education administration or other closely related field;

Equivalency: A combination of education and experience equivalent to a bachelor's degree in education, Native American studies, education administration, or other closely related field; five (5) years of successful teaching experience, including (4) years of increased responsibility conducting professional development activities, collaborative projects implementation, assessment; and (2) years of experience working directly with Tribes, Tribal Education Departments, and/or local education agencies in designing programs to support academic and social-emotional success of K-12 American Indian and Alaska Native (AI/AN) students, and/or AI/AN families and communities.

Required Testing

N/A

Certificates, Licenses, Credentials

Valid Clear CA Teaching Credential

Valid CA Driver's License

Valid CA Administrative Services Credential preferred

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background Clearance

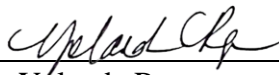
Physical Exam including drug screen

Tuberculosis Clearance

FLSA Status Exempt

Salary Grade Certificated Management, Grade 035

Approval Date: February 9, 2023

Approved by:  _____
Dr. Yolanda Rogers, assistant superintendent
Human Resources Services