OROVILLE UNION HIGH SCHOOL DISTRICT
JOB DESCRIPTION

JOB TITLE: Indian Education Grant Coordinator

SALARY LEVEL:	28	DIVISION:	Classified
DEPARTMENT:	School Administration	LOCATION:	Oroville Adult Education
REPORTS TO:	Assistant Superintendent, Alternative Education		
APPROVED BY:	Board of Trustees	DATE:	Board approved 06/15/05

SUMMARY: Under the direct supervision of the Assistant Superintendent, Alternative Education. Indian Education Coordinator is responsible for and performs highly responsible and complex duties related to the annual and daily requirements of the Indian Education Grant. This position will require excellent clerical, organizational, time management, verbal and written communication, and technology skills.
This position is a grant funded position.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other related duties may be assigned.*

- Meets regularly with Assistant Superintendent to discuss all aspects of the Indian Education Coordinator position. Presents pertinent program assessment and analysis information at these meetings.
- Completes annual updating of application and performance report requirements for the Indian Education Grant.
- Monitors all aspects of the Indian Education Grant including budget.
- Maintains ongoing communication with federal, state, and local community individuals as identified within the scope of the Indian Education grant.
- Maintains ongoing collaboration with elementary, secondary, and college site administrators in respect to Indian Education.
- Establishes and maintains all student participation records/files and data as assigned/required.
- Establishes, attends, and/or hosts regular Indian parent advisory, Indian councils or committees.
- Establishes and monitors after school programs for Indian students
- Works both directly and indirectly with students to increase assessment scores related to Reading, English and Math.
- Assists with monitoring Para-educators assigned to Indian education program.
- Responsible for all aspects of the FastForWord, Chariot and Empower software programs.
- Responsible for all aspects of the Data collection with Secondary SASI, Elementary districts, 506 Forms. Responsible for validation of 506 forms.
- Responsible for producing individual and collective student measured gains data reports.
- Responsible for community outreach including but not limited to: Education Committees, Rancherias, OUHSD secondary visits, Oroville Elementary visits, Thermalito visits, Tribal council meetings, PTA, local feeder schools to OUHSD, etc.
- Responsible for advertising Indian Education Program. Produces promotional materials, including but not limited to: flyers, brochures, mailers, etc.
- Attends required state and/or national workshops/conferences.
- Responsible for daily reporting of technology maintenance and equipment needs.
- Works collaboratively with OAE MIS Technician, OAE Admin. Secretaries to obtain student data, budget, and promotional activities.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty listed previously satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: College degree (AA or BA) required, psychology, sociology or related fields is highly desirable, previous direct assignment such as Instructional Assistant, Para-educator is highly desirable, minimum of one year of youth-oriented experience is required.

LANGUAGE SKILLS: Ability to write and monitor a grant with budget restrictions is required.
Ability to read and interpret documents such as: grants, safety rules, operating and maintenance instructions, and procedure materials for software programs. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students, parents, committees, school board, or employees. Ability to interpret, create and evaluate program data. Ability to write and/or verbally share program data and information.

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, percent and to interpret bar graphs. Ability to construct and follow a restricted budget.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, and diagram form. Ability to deal with problems involving a few known variables in routine situations.

TECHNOLOGY ABILITY: Ability to effectively use, or agreement to learn, multiple computer software programs including but not limited to: Microsoft Office: Excel, Power Point, Word, Publisher, Outlook, FastForWord, Chariot, Empower, Adobe, and others as required

CERTIFICATES AND LICENSES:
California Driver's License required
First Aid CPR Certificate preferred
Typing certification minimum of 45 wpm required

OTHER SKILLS AND ABILITIES: Ability to interact with staff, students, parents, and other in an open, friendly business-like manner.

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.

While performing the duties of this job, the employee is regularly required to use hands to manipulate or fell objects, tools, or controls and talk or hear. The employee frequently is required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl.

The employee must be able to occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee regularly works indoors and will occasionally work outdoors. The employee must be able to meet deadlines within time constraints. The noise level in the work environment varies from low to above moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions within the work environment.