

JOB DESCRIPTION
San Diego County Office of Education
Classified Management

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

Purpose Statement:

The Project Specialist, Native American Studies and Native Scholars Pathway is responsible for providing specialized technical support, project management, and consultation; drawing upon tribal history and research; and supporting the facilitation of 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, as well as being accountable for their actions and their impact.

Representative Duties:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

Essential Functions:

- Provides assistance and support in accordance with assignments and directions from the supervisor with contracts, as well as related reporting and organizational tasks, including but not limited to budgeting, expenditure reporting, and maintenance of resources related to Native American Studies (NAS).
- Collaborates with the supervisor to support local education agencies (LEAs) by promoting professional learning opportunities centered on Native American students and aiding their deep implementation (e.g. distribution of resources and scheduling of learning opportunities that align with Native American Studies content, Native Ways of Knowing practices, supportive academic and social emotional practices for American Indian and Alaska Native (AI/AN) youth, and effective classroom pedagogy to increase proficiency for all students.)
- 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 coordination and partnerships with Native American Studies scholars and California tribal communities.
- Supports the coordination 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.

- Supports services 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 and supports high-quality implementation and expansion of early college pathways for American Indian and Alaska Native (AI/AN) youth, including communicating opportunities to access early college courses.
- Supports tribal and university partnerships and collaborations with Indigenous language immersion and preservation programs, career exploration and internship opportunities.
- 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, 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.) to provide up-to-date reference material that complies with regulatory requirements and established guidelines.
- Supports the coordination 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 to ensure ongoing funding by complying with district and/or grant/program requirements (e.g., collecting, compiling and data gathered by the supervisor 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:

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;

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;
Public relations practices;
Designing digital resources and learning management content.

ABILITY:

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 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: Three (3) years of increased responsibility supporting 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 supporting the design of 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; or

Equivalency: A combination of education and experience equivalent to a bachelor degree in education, Native American studies, education administration, or other closely related field; and three (3) 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 California Driver's License

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background Clearance

Physical Exam including drug screen

Tuberculosis Clearance

FLSA Status: Exempt

Salary Grade: Classified Management, Grade 035

Personnel Commission Approved: June 21, 2023

Revised: N/A