

Job Posting

Job title: Education Coordinator

Location: La Mesa, CA

Application Deadline: December 13, 2026 (Tentative interviews week of 12/14-12/18 w/start date early January 2027)

Compensation: Minimum of $23.50/hour. DOE.

Benefits: ***Paid Holidays *Rich Medical, Dental & Vision *Generous Vacation & Sick *401(k) Match***

Status: Full Time/Regular position

Job Summary

This position coordinates the Native Youth Success Program. Education Coordinator is responsible for monitoring school aged children (TK-12th grade) to ensure compliance with school enrollment, grades and attendance requirements. In addition, provides case management to students experiencing any issues (i.e., poor attendance, low grades, behavioral issues, IEP/504) that affect their academic performance. Responsible for mentoring and supporting students and their parents/guardians, so they can achieve their highest potential. The Education Coordinator also plans and coordinates educational, cultural and prevention activities, workshops and programs.

Essential Functions

1. Establish and maintain cooperative working relationships and effective communication with TANF participants, teachers, school staff, support service agencies, community members and local Tribes.
2. Interpret the program to TANF participants, school staff and tribal/community members.
3. Contact schools to verify documentation (attendance and/or report cards) or to clarify discrepancies.
4. Review and evaluate participant documentation to determine incentive eligibility and identify areas of concern.
5. Calculate and process payments for grade incentives and clothing allowances.
6. Assist in developing goals to fit their specific educational needs.
7. Mentor and support students in achieving their individual education plan goals.
8. Research local resources available to students and parents regarding academics, support services and learning disabilities.

9. Work closely with parents/guardians to help them support their children's school goals.
10. Conduct regular visits with TANF participants at the office, their home and/or school.
11. Accompany participants to meetings with teachers and school administrators; such as Individual Education Plans (IEP's) meetings.
12. Attend periodic meetings with the Site Manager and other staff involved with the families.
13. Attend Tribal and other special events for outreach and/or networking.
14. Answer questions or address complaints of TANF participants or others concerning the client's status.
15. Plan, organize, and lead activities and workshops with local Tribes, community members and outside agencies to benefit the children and their families.
16. Develop and implement comprehensive youth prevention services aimed to encourage education and reduce risk factors that could lead to pregnancy, substance abuse and suicide.
17. Develop and implement culturally relevant services, activities and workshops.
18. Develop and implement summer youth employment activities to build positive social and soft skills to prepare youth for future work.
19. Network and coordinate with local schools, colleges/universities and outside agencies to provide educational and employment enhancement opportunities for the youth.
20. Develop and implement teen pregnancy prevention and education classes, lectures and/or workshops.
21. Pick up and deliver participants (including adults and children) to and from various locations, including rural/urban areas and reservations, for trainings, appointments and special activities.
22. Maintain updated participant documents, files and records.
23. Observe strict confidentiality of all documents, files, records and information pertaining to all TANF participants and programs (both in and out of the office).
24. Maintain data entry requirements by following data program techniques and procedures.
25. Verify entered data by reviewing, correcting, deleting, or reentering data when information is incomplete.
26. Create, maintain and publish detailed records and reports on an ongoing basis.
27. Use a desktop and/or laptop computer to write, edit, and maintain forms, documents, files, records and reports in MS Word and MS Excel.
28. Operate a variety of office equipment, such as copier, computer, printer, fax, etc.
29. Other projects and responsibilities may be added at the company's discretion.

Job Requirements and Qualifications

Education: High School Diploma or GED. AA degree in Education and/or Social Services related field preferred.

Experience: One year of experience in the Education field working directly with youth and providing case management to youth. One year experience in general office procedures.

Certificates & Licenses: Valid California Driver's License with driving record acceptable to SCTCA's insurance.

Knowledge Requirements: Ability to produce detailed work and keep accurate and up-to-date records. Ability to understand and follow detailed verbal and written instructions. Be a self-starter with the ability to carry out what has to be done and take the initiative to assist with or do tasks, without violating the chain-of-command and

common courtesy. Ability to do math, including add, subtract, divide, multiply and calculate percentages. Ability to communicate and work effectively with professional educators, tribal community members, and staff of Indian and non-Indian organizations. Comprehend basic TK-12 educational system, school courses, graduation requirements, IEPs/Special Ed, SARB, Title 6 Indian Education Act and preventions and support services. Knowledge of local school systems and community educational resources. Knowledge of Indian history, culture and politics a plus.

Computer/Technology: Strong computer skills. Proficient in working with Microsoft Office including Word, Excel and PowerPoint. Proficiency in key features of the Google Workspace platform including Gmail, Drive, Google Meet, Docs, Sheets, Forms and Slides.

Physical: Typically requires sitting for extended periods of time. Lifts and moves objects on occasion weighing up to 25 pounds. Primarily an indoor office environment.

Conditions of Employment: Candidates are required to successfully complete a background check, including Live Scan, and drug screening.

Other Information

In addition to the essential duties listed above the Education Coordinator is expected to:

1. Demonstrate tact and a high level of professionalism due to the sensitive and highly confidential nature of the position.
2. Consistently report to work on time prepared to perform the duties of the position.
3. Possess excellent oral and written communication skills.
4. Communicate regularly with supervisor about department issues.
5. Demonstrate the ability to handle difficult situations with respect and courtesy.
6. Possess the ability to work effectively with people from diverse cultural, ethnic and socio-economic backgrounds.
7. Be flexible for periodic after-hours and weekends. Scheduled travel (outside of the SCTCA service area or in a different county) will be required depending on workload, workshops, trainings, etc.
8. Be detail oriented and possess strong organizational skills.
9. Demonstrate efficient time management and prioritizes workload daily.
10. Maintain heavy paperwork and processing in a fast-paced work environment.
11. Work independently and as a team to meet timelines.
12. Be thoroughly knowledgeable of all TANF guidelines at all times.
13. Make sound rational decisions and recommendations without bias.
14. Participate in various departmental meetings and/or committees.
15. Assist with temporary training support of TANF staff.
16. Travel between office sites may be requested to assist with training support/office coverage or as needed.
17. Encourage and build mutual trust, respect, and cooperation among team members.
18. Develop and maintain constructive and cooperative working relationships of trust, confidence, and good rapport with staff, administration, and program participants.
19. Other projects and responsibilities may be added at the manager's discretion, such as participation in Social Work conferences, Health Fairs, Career Fairs, Graduation events, etc.

About Our Company

The Southern California Tribal Chairmen's Association (SCTCA) is a multi-service non-profit corporation established in 1972 for a consortium of 26 federally-recognized Indian tribes in Southern California. The primary mission of SCTCA is to serve the health, welfare, safety, education, cultural, economic and employment needs of its tribal members and enrolled Indians in the San Diego County urban areas. A board of directors comprised of tribal chairpersons from each of its member Tribes governs SCTCA.

How to Apply

Preferred method: Apply online at http://sctca.applicantpro.com/

1. Apply in person and submit a **completed Application for Employment with a resume** to the Human Resources office*, located at 11475 Nejo Rd. Bldg H. Pala, CA 92059. *Office subject to closures.
2. Fax a **completed Application for Employment and resume** to 760-742-0323.

Note: The Application for Employment can be found at www.sctca.net, under the "Careers" link.

Next Step in the Process

1. If you are selected to move forward, you will be emailed an online assessment.
2. If you are not selected, you will receive a denial email.

Note: These emails could possibly go to the spam folder, so please check there as well.

SCTCA IS AN "AT-WILL" EQUAL OPPORTUNITY EMPLOYER WITH NATIVE AMERICAN PREFERENCE

To be considered under Native American Preference, you must submit verification of Tribal affiliation with your application.