



## **Job Posting**

**Job title:** Education Coordinator

**Location:** Pala, CA

**Application Deadline:** Open until filled; First review on 01/06/2020

**Compensation:** Minimum of \$17/hour. DOE

**Status:** Full Time/Regular position

## **Job Summary**

This position is in our Pala office and is responsible for collecting report cards and monitoring grades and attendance for all TANF school-age children. Calculates and requests payments for grade and clothing incentives and clothing allowances. Verifies compliance (satisfactory grades and attendance) of all school-age children.

This position also coordinates the Native Youth Success Program. Responsible for mentoring, supporting, tutoring, and monitoring students in order to keep them in school at their grade level and encourage them to achieve at their highest potential. The program focuses on the needs of those students who miss school excessively or are earning grades at less than average. Incumbent must establish and maintain effective working relationships with school administrators (including Student Attendance Review Board), teachers, parents, and students. This person must plan, organize and lead activities, workshops and meetings; and maintain detailed records and reports. Responsible for coordinating/facilitating student educational field trips /events /activities. Works directly with the Eligibility Specialist and Caseworker.

## **Essential Functions**

1. Contact individual agencies and schools to verify documentation or to clarify discrepancies or information gaps.
2. Communicate effectively; maintain positive and trusting relationships with youth, parents, teachers and administrators.
3. Compute incentive benefits for which the participant may be eligible, and/or notify participants to arrange reimbursement to TANF due to overpayment.
4. Initiate and update documents and files.

5. Answers questions or complaints of participants or others concerning the client's status or other problems.
6. Create, maintain and publish records and reports.
7. Interpret the program to tribal groups and TANF participants.
8. Assist with the coordination of activities with other agencies.
9. Establish and maintain cooperative working relationships with members of the community, youth, parents, Tribes, project and partnership staff.
10. Assist with providing individual and group instruction/activities for youth in school subjects, tribes, and communities.
11. Observe strict confidentiality of all records and information (both in and out of the office) pertaining to all TANF participants and programs.
12. Research local resources available to students and parents regarding academics and learning disabilities.
13. Interpret and understand report cards in order to assist in advocating for the children in school when dealing with Individual Education Plans (IEPs).
14. Access/Review Student Portals to review current student status (assignments/grades/etc.)
15. Work with the children to understand and develop goals to fit their specific needs and desires.
16. Review and evaluate participant documentation to determine incentive eligibility and student referral needs.
17. Enter data by inputting alphabetic and numeric information using an established procedure.
18. Maintain data entry requirements by following data program techniques and procedures.
19. Verify entered data by reviewing, correcting, deleting, or reentering data when information is incomplete.
20. Use a desktop and/or laptop computer to write, edit, and develop forms and documents in MS Word and MS Excel.
21. Mentor and support students in achieving their individual education plans.
22. Maintain detailed records and reports on daily, weekly, and monthly basis.
23. Attend periodic meetings with parents, students, and school teachers and administrators.
24. Attend periodic meetings with Site Manager and other staff involved with the families.
25. Conduct home visits.
26. Plan, organize, and lead activities, workshops, and meetings to benefit the children and their families.
27. Observe strict confidentiality of all client information, files, and documents.
28. Operate a variety of office equipment, such as copier, computer, printer, fax, typewriter, calculator, 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 and/or training in secondary education field and general office procedures.

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

*Knowledge Requirements:* Ability to comprehend prevention and educational materials. Work cooperatively with staff and outside organizations both individually and in teams. Ability to communicate and work effectively with professional educators, tribal community members, and staff of Indian and non-Indian organizations. Ability to produce detailed work and keep accurate and up-to-date records. Ability to

understand and follow detailed verbal and written instructions. Ability to do math, including add, subtract, divide, multiply and calculate percentages. 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 chain-of-command and common courtesy. Comprehend basic K-12 school courses, graduation requirements, IEPs/Special Ed, SARB and Title 7 Indian Education Act. Knowledge of school systems, Indian history, culture and politics a plus. Knowledge of local community educational resources.

*Computer/Technology:* Strong computer skills. Proficient in working with Microsoft Office including Word, Excel, Outlook and PowerPoint.

*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 required 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. Flexible schedule (occasional after-hours and weekends) and travel may be required depending on workload, workshops, etc.
8. Be detail oriented and possess strong organizational skills
9. Demonstrate efficient time management and prioritizes workload daily.
10. Be able to maintain heavy paperwork and processing in a fast-paced work environment.
11. Enjoy working independently.
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 of TANF staff.
16. Travel between office sites may be requested to assist with training/office coverage.
17. Develop constructive and cooperative working relationships with others, and maintain them over time.
18. Encourage and build mutual trust, respect, and cooperation among team members.
19. Develop and maintain a relationship of trust, confidence, and good rapport with staff, administration, and program participants.
20. 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 19 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/>**

- A. Apply in person and submit a **completed Application for Employment with a resume** to the Human Resources office\*, located at 36146 Pala Temecula Rd. Bldg H. Pala, CA 92059. \*Office subject to closures.
- B. Fax a **completed Application for Employment and resume** to 760-742-8610.

Note: The Application for Employment can be found at [www.sctca.net](http://www.sctca.net), under the “About SCTCA” link.

**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.**