

## JOB DESCRIPTION

Job Number - 019

**JOB TITLE:** Del Norte Indian Education Center Program Coordinator  
**JOB LOCATION:** Crescent City, CA  
**SUPERVISOR:** Operations Director  
**SUPERVISES:** None  
**LEVEL:** N/A  
**SCHEDULE:** Monday - Friday 8:00 a.m. to 5:00 p.m.  
**COMPENSATION:** \$18.00 per hour

**SUMMARY:** Located on the beautiful North Coast, the Northern California Indian Development Council, Inc. is a private nonprofit corporation that annually provides services to 14,000 to 15,000 clients statewide. NCIDC was established in 1976 to research, develop, and administer social and economic development programs designed to meet the needs of Indian and Native American Communities; to provide support and technical assistance for the development of such programs, and the conservation and preservation of historic and archeological sites and resources.

Under the supervision of the Northern California Indian Development Council's (NCIDC) Operations Coordinator, the Del Norte Indian Education Center (DNIIEC) Coordinator has responsibility for the administration of the DNIIEC funded by the California State Department of Education. The Director ensures that direct educational, cultural and personal development services are provided to the students and families served. The Coordinator will recruit and assist in the selection of program participants and oversee the implementation of the goals and objectives of the center. The Coordinator acts as an advocate for students and families and is a liaison to public agencies. The Coordinators job duties will be split between direct services at 15% and administrative cost of 85%. **Please note a majority of duties are administrative (advocacy, liaison, supervisor, grant writing, etc.) and not direct student services.**

**RESPONSIBILITIES:** Acts as advocate/liaison between Education System and larger American Indian community. Organizes and coordinates project training component, including the oversight of tutorial services for students primarily in Math and Reading. Coordinates with community agencies providing cultural, advocacy, academic, vocational and other services to the IEC participants in the Del Norte County area. Provides supervision for all staff, volunteers, and program participants. Assist with grant preparation and operation including assigned writing, budgets, monitoring and reporting. While assuring confidentiality, maintains, evaluates, and interprets participant records as well as monitor testing scores, vital statistics and data affecting the needs of the student. Use this information to prepare required reports. Coordinates diagnostic services for special needs and coordinates with community programs for additional services. Seeks in kind donation of services and assistance for the basic cultural, academic and vocational needs of students. Works with staff to ensure compliance with program regulations, standards, timelines and data collection requirements. Develop and schedule training opportunities for all staff. Coordinates transportation to the Education Center and other activities. Consults with parents to collect input into program operations via a Parent Advisory Committee and organizes parent training as needed. Develops the needed systems and procedures to assure program coordination. Implements effective referral service. Develops career opportunities by providing referrals to academic counseling, career interest surveys, resume writing assistance, job placement services, and other services. Uses computers to

stimulate academic growth identifying creative and interactive programs for Math, Reading Test Preparation, GED and other types of training. Provides reports and documentation pertinent to the ongoing development of the program. Provides monthly activity report to Supervisor and NCIDC Council. Develops a plan for utilizing community resources. Works closely with other private and public agencies to meet the special needs of IEC students and families. Seeks out innovative approaches by coordinating with other education programs. Other duties as assigned.

**TRANSPORTER RESPONSIBILITIES:**

Responsible for facilitating the efficient and timely movement of children from school to the DNIEC. This includes recognition of who is to be transported on specified days and noting when a child does not show up at the pick-up point. The transporter is responsible for picking up passengers, assuring they wear their seatbelts and driving with care to the Education Center. Must have a California Driver's License (no special license required) a clean driving record and insurance.

**MINIMUM QUALIFICATIONS:** Associate of Arts degree; Two years of practical experience in a position, which demonstrates the required knowledge, skills, and abilities with an understanding of education programs, child development and Native American education programs; California Driver's License (DMV record required); Insurable driver (proof required); Pass finger print and background checks; Negative T.B. test (proof submitted)

**DESIRED QUALITIES:** Bachelors Degree preferred in Education, Social Service or related field. Five years of experience working in an education setting. Working knowledge of applicable federal, state and local laws or regulations concerning Indian people. Ability to communicate effectively both orally and in writing with demonstrated ability in writing successful grants. Familiarity with the cultures and traditions of the Native American tribes of Northwest California. Computer literate (preferably Macintosh) including word-processing, spreadsheets and databases.

**LANGUAGE ABILITY:** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.

**MATH ABILITY:** Basic math skills. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to calculate and figure amounts such as discounts and percentages.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standard situations.

**EQUIPMENT/COMPUTER SKILLS:** To perform this job successfully, an individual should have knowledge of Word Processing software and spreadsheet software. Basic internet usage. Ability to use a MAC computer is preferred but not required.

**CERTIFICATES AND LICENSES:** California Driver's License, DMV record. Valid vehicle insurance, CPR/First Aid Certification, Pass Teachers Aid exam or equivalent.

**WORK ENVIRONMENT:** The noise level is usually moderate.

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**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands finger, handle or feel. Be able to reach with hands and arms and talk to hear. The employee must 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 ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ACKNOWLEDGMENT:**

I have read the job description and fully understand the requirements set forth therein. I hereby accept this position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

The job duties, elements, responsibilities, skills, functions, experience, education factors, requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that the employ may be required to perform. The employer reserves the right to revise this job description at any time and require employees to perform other tasks as circumstances or conditions of its business, competitive considerations or a work environment change. I further understand that my employment is at-will and thereby understand that the Market or I may terminate the employment relationship at any time, with or without cause.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name, Printed

*Native American Hiring Preference will be given to qualified American Indians per Policy Statement 915.027 on Indian Preference under Title VII.*

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