

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

05/18	Indian Education Cultural Resource Facilitator	2.12.33
Effective Date	Job Title	Index

PURPOSE

To improve American Indian/Alaskan Native student achievement by developing and implementing processes for effectively integrating American Indian/Alaskan Native students into the school setting. Supporting community involvement in Salem-Keizer schools by assessing school, parent and other community needs. Supporting the planning, implementation, monitoring, communication and evaluation of parent involvement and family support activities in response to the identified needs. Coordinating services for eligible students and families with community agencies and programs.

CLASS CHARACTERISTICS

Positions in this class organize parent involvement, family support services and family cultural and academic activities. Positions in this class ensure educational services are available to children and youth who are eligible through these programs. Positions in this class perform duties that include working with outside organizations, students, parents, and district staff.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned supervisor in coordination with the Coordinator of Title I programs. Performs tasks under the direction of the program assistant. Methods of performing tasks are usually left to the judgment of the employee with a supervisor giving occasional instructions, advice, and decisions. Work is subject to occasional review, both while in progress and upon completion.

ESSENTIAL FUNCTIONS OF THE JOB - May include, but are not limited to, the following:

Supporting Direct Instruction of Students

Identifying American Indian/Alaskan Native students with credit deficiencies and making referrals to alternative programs.

Providing transportation to American Indian/Alaskan Native students and families to community resources for the receipt of social services.

Assisting program staff in the development, implementation, and evaluation of American Indian/Alaskan Native educational activities and programs, including family literacy programs offered at the school for parents and other community members.

Helping school staff to develop and coordinate extended day, before and after school and intersession programs.

Facilitating community involvement in school programs and activities.

Assisting school and district staff with home visits.

May serve as liaison during parent-teacher conferences, special education meetings, disciplinary referrals, and other school-based meetings as needed.

Ensuring that American Indian/Alaskan Native children and youth receive educational services for which they are eligible.

Acting as a liaison between schools, and the community on behalf of American Indian/Alaskan Native students.

Gathering and disseminating essential information to schools, tribes and agencies regarding integration of students into the school setting, including process for students to receive American Indian/Alaskan Native services.

Impacting and Involving Parents and Families

Assessing needs of American Indian/Alaskan Native parents and community members.

Working with American Indian/Alaskan Native program staff in developing, implementing and evaluating parent and community involvement and community outreach activities.

Advocating for American Indian/Alaskan Native parents and promoting interest in schooling and enhancing sense of community and commitment.

Coordinating American Indian/Alaskan Native parent and community involvement activities and services with other agencies and organizations.

Acting as a liaison between American Indian/Alaskan Native parents and community members and other agencies and organizations.

Serving as a resource to American Indian/Alaskan Native parents and community members regarding community agencies, events and activities.

Encouraging parents of American Indian/Alaskan Native students to upgrade their skills and knowledge of the educational process.

Assisting with American Indian/Alaskan Native recruitment, training, and monitoring of community members volunteering in student mentor program.

Promoting school projects and programs to the community.

Assisting in coordinating community use of school facility.

Other Responsibilities

Maintaining accurate records of program activities and contacts.

Providing technical assistance to staff on issues related to American Indian/Alaskan Native students in the school setting.

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of organization and coordination of school and community programs, activities and facilities

Principles and practices of planning, needs assessment, management, problem solving, group process and evaluation

American Indian/Alaskan Native educational programs and community resources

Principles and methods of school and community organization

Ability to:

Assist with planning, supervision, assessment and evaluation of community education and parent involvement programs and services, and implementation of changes in methods and techniques

Recruit, encourage, and promote community and parent participation

Recruit, train, supervise and evaluate volunteers

Analyze problems and implement developed plan and procedures

Assess and evaluate community and school needs and resources, and develop and implement programs to meet these needs

Maintain accurate records for programs and budget

Operate a computer and related peripheral equipment and software

Establish and maintain effective working relationships with those contacted in the course of work

Communicate clearly and concisely, both orally and in writing

Collaborate successfully with agencies at both the state and local levels

Demonstrate cultural competency in working with diverse groups

Experience and Training:

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

Experience:

Two years of progressively responsible experience in assessing parent involvement and/or community education needs and in parent involvement and/or community education program development, or closely related field.

Training:

Equivalent to an Associate Degree from an accredited college or university with major course work in family support, community development, parent outreach, early childhood, or related field.

Special Requirements:

Possession of, or ability to obtain, a valid Oregon driver's license.

Work Environment:

Climate controlled office settings and occasional home and/or school visits. Exposure to minimal noise intensity levels.

High level of contact with staff and outside agencies/community.

Physical Requirements:

Frequent talking, hearing and sitting for extended periods. Mobility to work in a typical office setting and use standard office equipment. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary-Light – Exert force to 15 pounds frequently and 20 pounds occasionally and/or negligible force to lift, carry, push, pull, or otherwise move objects.

Salem-Keizer School District is an equal opportunity employer.

I am willing and able to perform the duties of this job:

Signature: _____

Date: _____

Print Name : _____