



JOB DESCRIPTION

**Bishop Paiute Tribe
Bishop, California**

Position: Summer Enrichment Program Coordinator
Department: Education
Supervised By: Education Director
Pay Range: NE4 \$21.46 - \$27.89 Hourly (\$44,636.88-\$58,011.20) DOQ
FLSA: Full Time; Non-Exempt

Position Summary: Under the supervision of the Education Director, the coordinator will coordinate and implement weekly activities, for the duration of the Summer Enrichment Program that will reinforce and augment cultural awareness and reinforce existing academic skills in the areas of math, science and English. The coordinator will provide tutorial assistance, classroom monitoring, clerical assistance and may perform custodial duties, as needed, to help the Bishop Indian Education Center effectively coordinate and conduct the Summer Enrichment Program. Other related duties may be assigned when deemed necessary by the Education Director.

Responsibilities:

- Coordinate and implement a weekly plan, for the duration of the Summer Enrichment Program, and ensure the execution of summer youth activities. Duties may extend beyond the Summer Enrichment Program.
- Participate in education related activities within a classroom setting, outdoors and on field trips
- Assist in the planning and development of the Summer Enrichment Programs.
- Coordinate with other departments and Tribal Organizations for cultural and youth activities and events.
- Supervise students at the Bishop Indian Education Center and on local field trips.
- Provide tutorial assistance to students in the areas of mathematics, reading and other areas of study pertinent to the academic achievement of the student participants.
- Provide an atmosphere conducive to student learning and achievement that includes cultural understanding and promotes the integrity of the Bishop Indian Education Center.
- Coordinate and implement a goal-oriented plan for individual students, as required.
- Provide classroom assistance to instructors; supervise and help with preparation for classroom activities.
- Work effectively with and relate to Native American students in grade levels 1st through 8th.
- Perform clerical and assist in other duties as needed from Education staff.
- Coordinate and conduct staff meetings and training courses as specified.
- Monitor and coordinate with the Summer Enrichment Program Staff to ensure that students are well-supervised and safe.
- Commits to continued professional development to acquire, hone, maintain, and/or advance the knowledge and skills needed for optimal job performance

Experience and Education:

- AA degree from an accredited college, university or other institution of higher learning preferred.
- Two years' experience in the tutoring program and/or experience in the coordination of youth programs

- Must possess an acceptable level of study in the fields of Mathematics, English, Science and History.
- Knowledgeable of computer hardware and software applications; MSWord, Excel. Possess the following technical skills; word processing, internet competencies, database/spreadsheet knowledge.

Other Requirements:

- Show proof of having had a current TB Skin Test and if requirements are not current; must submit to and pass a TB Skin Test before employment and be maintained annually.
- Must have and maintain a valid California Drivers' License and be insurable by the Tribe's existing automobile insurance policy.
- Must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity.
- Must comply with the Bishop Paiute Tribe's organizational policies.

Indian Preference:

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- *Decision Making*—the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make the responsible decision.
- *Interpersonal Skills*—the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things.
- *Oral Communication*—the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.
- *Written communication*— Ability to write clear and concise reports, memoranda, directives and letters.
- *Customer Oriented*— the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
- *Time Management*—the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- *Detail Oriented*—the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- *Adaptability*—the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- *Reliability*—the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- *Organized*—the individual keeps clean and organized workspace and projects.
- *Motivated*—the individual inspires self and others about them to get the job done and follow through on tasks.

Physical Demands/Work Environment:

Frequent driving to sites, training and home visits sometimes in outlying areas. The employee regularly is required to stand, walk and sit; use hands to finger, handle, or feel; reach with hands or arms; and talk or hear. The employee occasionally is required to climb or balance; stoop, kneel, crouch or crawl. The employee may occasionally be required to lift and/or carry up to 50 lbs.

Signatures

This job description has been approved by all levels of management:

Manager: _____

HR: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ *Date:* _____