

WINSLOW RESIDENTIAL HALL, INC.

POSITION DESCRIPTION

Title: **21st Century Community Learning Center Project Coordinator/ Tutor**
Schedule Terms: **10 Months**
Salary Classification: **Exempt**

Winslow Residential Hall, Inc., complies with the Navajo Preference in Employment Act (NPEA).

GENERAL STATEMENT OF RESPONSIBILITIES: Under the direct supervision of the Business Manager and responsible for strengthening and overseeing day-to-day operations of the 21st Century Community Learning Center program within WRHI. The position provides leadership in creating an inviting and safe environment for extra-curricular and academic opportunities for students..

QUALIFICATIONS

EDUCATION, TRAINING & EXPERIENCE:

- Bachelor's degree in Education, or a related field;
- At least three (3) years of experience in education and positive youth development providing school based, after-school and out of school time activities
- Minimum of two (2) years project coordinator experience;
- Minimum two (2) years supervisory work-related experience with students in a residential program;
- Grant Management experience preferred;
- Completion of and above-satisfactory scores on all job interviews, demonstrating to the satisfaction of the interviewees and WRHI that the applicant can perform the essential functions of the job;
- Successful completion of and positive results from all background and reference checks, including positive employment references from authorized representatives of past and current employers demonstrating to the satisfaction of WRHI a record of satisfactory performance and that the applicant can perform the essential functions of the job;
- Successful completion of fingerprint clearance requirements, physical examinations, and other screenings indicating that the applicant is qualified to be employed by WRHI and demonstrating to the satisfaction of WRHI that the applicant can perform the essential functions of the job;
- Submission of all required employment-related documents, applications, resumes, references, and other required information free of false, misleading or incomplete information, as determined by WRHI;
- Understanding of school and residential setting;
- Knowledge of school and residential program operations;
- Must have high level of organizational and planning skills;
- Must have effective communications skills;
- Must be able to work well with staff, students, parents and public;
- Must be able to effectively conduct research to compile reports as needed;
- Computer literate with knowledge of different software applications, including, NASIS, Native Star, Microsoft Office, Internet Explorer, etc.
- Comply with 25 CFR Part 36 requirements and training.
- Knowledge of Navajo and other American Indian Cultures.
- Valid government issued driver's license required.
- Must be fully vaccinated and provide Covid vaccination verification.

DUTIES AND RESPONSIBILITIES:

- Understand and fully comply with (1) all WRHI policies, procedures, and regulations, (2) supervisor's directives, guidance, and performance plans, and (3) this position description;
- Build and maintain program performance standards as required by WRHI Student Handbook and WUSD#1;
- Supervise Navajo Language & Culture Instructor and Recreation Coordinator to ensure teaching objectives are planned, met and instructed.
- Supervise all student tutors to ensure program goals and objectives are met;

- Ensure that all staff and programmatic activities comply with WRHI policies, and procedures;
- Develop and strengthen an after-school program of extra-curricular and academic activities for students in grades 7th-12th;
- Develop and maintain a schedule for project-based learning, academic, recreational, career development, service learning and extra-curricular activities;
- Facilitate regular after school meetings and trainings with residential staff;
- Build and maintain relationships with program partners and sites, meeting regularly with school administrators and partners;
- Accountable for creating, monitoring, implementing and evaluating programs;
- Maintain excellent program file and data management;
- Develop student and family outreach, recruitment, and retention plans;
- Recruit and enroll program participants;
- Establish and maintain partnerships with community-based organizations;
- Develop and maintain positive student and parent relations;
- Provide program orientation, encourage involvement, and maintain monthly contact with families and school;
- Oversee all external communication for 21ST CCLC program, including development and updates of school website page for programs;
- Oversee 21st CCLC program management, including attendance, snacks, discipline, and safety; Safety is key to the program effectiveness;
- Experience must include developing and delivering presentations;
- Assists other staff in guiding students toward continuing education and career awareness;
- Support to parents and families of WRHI
- Coordinate, facilitate, and participate in parent meetings.
- Involvement with WUSD school affiliated activities;
- Must be a strategic thinker that is highly resourceful and demonstrating strong leadership and staff coordination skills;
- Communicate openly, effectively, professionally, and respectfully with co-workers and others;
- Experience must include working with at-risk youth;
- Must possess a proficiency working with Microsoft Office and the ability to successfully navigate through the internet and other applicable software;
- Successful candidate must have excellent written and verbal communication skills suitable for diverse audiences;
- Ability to work with and engage individuals of diverse backgrounds;
- Work with evaluation team to conduct program evaluation and performance measurement;
- Provide ongoing staff development for program staff to increase their skills to achieve program outcomes;
- Participates in committee meetings and in-service trainings as required;
- Communicates with department leader to ensure work is collaboration of WRHI;
- Review, enter and approve timesheets for 21st CCLC program.
- Recommends organizational changes that have considerable impact, such as those involving basic structure, operating cost and key positions.
- Schedules tour of duty for 21CCLC program
- Conducts Performance Evaluations for subordinates twice a year.
- Deals with Human Resources management problems and issues.
- Follows disciplinary procedure for students and staff;
- Recommend training for subordinates to attend.
- Knowledge of the federal travel regulations for purposes of calculating accurate travel expenses;
- Develops annual budgets for the 21st CCLC Program
- Completes requests for budget transfers, request for payments, purchase requests, requests for quotes, etc.
- Approve purchase requisitions, requests for direct payment, and budget transfers for 21CCLC program.
- Oversee expenditure tracking;

- Provide planning and direction to ensure the operation of the 21st CCLC Program.
- Prepares written correspondences for monthly, quarterly, and annual reports (Homeliving Supervisor, Board reports, Agency reports, etc.).
- Develops Action Plans for 21st CCLC Program .
- Prepares for annual reauthorization, audits, etc.
- Exercise sound judgment and discretion with respect to any matter not specifically addressed by WRHI's policies, procedures, and regulations and/or this position description;
- Take ultimate responsibility and exercise accountability for all aspects of the activities and operations related to this position;
- Knowledge of the Continuity of Operations (COOP), Standard Operating Procedures (SOP), Hazard Communications, and the Emergency Response Guide;
- Knowledge of 25 CFR Part 36 Minimum Academic Standards for Basic Education of Indian Children and National Criteria for Dormitory Situation
- Knowledge of P.L. 101-630, **Indian Child Protection and Family Violence Prevention Act**;
- Knowledge of P.L. 101-647, **Crime Control Act of 1990**;
- Other duties as assigned and/or other duties which are necessary or appropriate for the duties and responsibilities of this position.

PHYSICAL REQUIREMENTS: Must submit a physical examination from a licensed physician for each contract year. Be able to work in sitting position for long periods of time (up to 8 hours).

EVALUATION PROCEDURES: In accordance with provisions specified in personnel policy and procedure.

SUPERVISOR RECEIVED: Business Manager.

SUPERVISION GIVEN: Navajo Language & Culture Instructor, Recreation Coordinator, and Student Tutors.

CERTIFICATION

I have read and understand the foregoing position description. I had an opportunity to ask questions with regard to any and all statements contained in the position description. I represent that I meet the qualifications for the position and will diligently perform the duties and responsibilities set forth in the position description. This certification is made with the acknowledgment that this information is to be used for statutory purposes relating to the appointment and payment of public/federal funds, and that any false or misleading statements may constitute violations of such statutes and their implementing regulations or Winslow Residential Hall, Inc., policies, and may result in non-hiring and/or termination.

REVIEWED BY: _____
21ST CCLC Project Coordinator

DATE: _____

REVIEWED BY: _____
Homeliving Supervisor

DATE: _____