

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 Homeliving Supervisor 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 *afterschool* extra-curricular and academic opportunities for students in grades 7th- 12th.

QUALIFICATIONS

EDUCATION, TRAINING & EXPERIENCE:

- A. **32 post-secondary semester credit hours** in an applicable academic discipline, including fields related, such as, child development, education, behavioral sciences and cultural studies
- B. Minimum of six (6) months project coordinator experience whilst working with students;
- C. 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;
- D. 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;
- E. 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;
- F. 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;
- G. Computer knowledge of different software applications, including, NASIS, Native Star, Microsoft Office, Internet Explorer, Edgenuity, Powerschool, virtual learning platforms, etc.
- H. Knowledge of Navajo and other American Indian Cultures.
- I. Valid government issued driver's license required.

DUTIES AND RESPONSIBILITIES:

- A. 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;
- B. Maintain good and timely attendance; maybe required to work weekends.
- C. Directly supervises the 21st CCLC program staff, student tutors, and students. Establishes performance standards for staff. Ensures safety measures are adhered to. Oversees budgets and expenditures. Approves purchase requisitions, requests for direct payments, and budget transfers. Assist team in bid selection with recommendation of contracted services. Supervise and evaluate the performance and conduct of subordinate employee twice a year. Manage Human Resource problems per policy. Schedule Tour of Duty accordance to staff to student ratios per 25 CFR Part 36.77. Review and approve timesheets. Recommends annual employment contract renewals/non-renewals, salary adjustments, promotions, transfers and terminations. Assist the management team with gathering support for annual NNDODE reauthorization and annual audits. Prepares written correspondences for monthly, quarterly, annual reports, flyers, brochures, and forms. Resolves complaints; Responsible for initiating disciplinary actions per Policies; Inform HLS of grievances, serious disciplinary measures; employees who have DUI/DWI's, paraphernalia charges, or crimes against children, or any serious allegation(s) that could harm WRHI. Handle sensitive and confidential information. Ensure program goals and objectives are met. Comply with NNDODE, ensuring Navajo Language and Culture teaching objective are planned, met and instructed. Maintain files and data management.

- D. Responsible for monitoring student behavior, safety, and welfare. Recruit & enroll students. Oversee student daily operations including educational requirements are met. Oversight of student academic records. Identify students' needs and submit for referrals to HLM. Ensures safety measures are adhered to. Provide guidance (career development, service learning, academic activities, and extracurricular activities) to students on an individual and group basis; Completes student transports, medication administration, monitoring, etc. Instruct and tutor students ensuring program evaluation and performance is measured. Coordinate, facilitate and participate in parent meetings. Follow student disciplinary procedures accordance to Student Handbook. Coordinates with HLM monthly student activities calendar by incorporating educational, physical, cultural and leisure weekly activities. Collaborate with WUSD affiliated activities. Assist HLM with coordinating annual student orientation, meetings, events, and activities (field trips). Including completion of itineraries, letters to parents, registration, lodging, meals, selecting chaperones, etc. Must be available to chaperone. Will adhere to check in/out procedures
- E. Participates in professional development training and in-service training.
- F. Correspond with parents/guardians on student behavior, safety, well-being and emergencies.
- G. Knowledgeable of First Responder procedures including administering basic 1st Aid and CPR, suicide/ crisis intervention/prevention, SCAN reporting, etc.
- H. Must maintain confidentiality regarding students & staff by protecting right to privacy as outlined in Health Insurance Portability and Accountability Act (HIPPA) & Family Educational Rights and Privacy Act (FERPA).
- I. Assist Facility Staff with fire drills, bus evacuation drills, dormitory lockdowns, monthly drills, etc. Oversight of daily inspection and cleanliness of WRHI vehicles. Submission of work orders, if maintenance is required.
- J. Complies with the U.S. General Service Administration travel mileage rates, meal allowance and lodging reimbursement rates set forth by the U.S. Federal Government, for purposes of calculating accurate travel expenses.
- K. Knowledge of the Continuity of Operations (COOP), Standard Operating Procedures (SOP), Hazard Communications, and the Emergency Response Guide;
- L. Knowledge of Tribally Controlled School procedures, peripheral residential operations and federal reporting requirements.
- M. Comply with 25 CFR Part 36 Subpart G – Homeliving Programs and National Criteria for Dormitory Situation
- N. Comply with P.L. 101-630, Indian Child Protection and Family Violence Prevention Act;
- O. Comply with P.L. 101-647, Crime Control Act of 1990.
- P. 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).

DRIVING PRIVLEDGES: Yes

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

SUPERVISOR RECEIVED: Homeliving Supervisor

SUPERVISION GIVEN: Navajo Language & Culture Instructor 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: _____ DATE: _____

21ST CCLC Project Coordinator

REVIEWED BY: _____ DATE: _____
Homeliving Supervisor