

ESSENTIAL DUTIES

- Coordinate, plan, organize and monitor Title VI program activities including meetings, presentations and events
- Communicate and develop relationships with various community groups and stake holders
- Develop a positive environment for communication between home and school and build a bridge between the school and parents in order to remove barriers to academic success
- Initiate and maintain positive contact with district and/or school personnel
- Work directly with students and school staff during the school day and afterschool
- Flex hours for afterschool or evening programming
- Communicate effectively, both orally and in writing and maintain appropriate records of liaison activities
- Conduct home visits and confer with parents via telephone and email
- Attend parent meetings, conferences and workshops
- Act as a liaison between social service agencies on behalf of student and families to meet specific needs identified
- Effectively use Microsoft Office (Excel, Word, and PowerPoint)
- Perform other duties as assigned

Minimum Qualifications

Education and/or experience equivalent to High School Diploma or GED. One (1) year working with Native American populations or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Knowledge of Native American Cultures

Preferred Qualifications

Ability to speak a Native American language

Experience working in a school setting

Knowledge of Native American resources