



JOB DESCRIPTION

**Bishop Paiute Tribe
Bishop, California**

Position: Summer Enrichment Program Coordinator
Department: Education
Supervised By: Education Director
Pay Range: T-4 \$14.42 - \$20.19 DOQ
FLSA: Non-Exempt, Hourly, Seasonal (10 weeks)

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.
- 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.
- Perform clerical and assist in other duties as needed from Education staff.
- Coordinate and conduct staff meetings and trainings as specified.
- Other related duties as assigned.

Supervisory Responsibilities: The Summer Enrichment Program Coordinator will monitor and coordinate with the Summer Enrichment Program Staff to ensure that students are well-supervised and safe.

Minimum Qualifications:

- AA degree from an accredited college, university or other institution of higher learning **or**
- Two years' experience in the tutoring program and/or experience in the coordination of youth programs.
- The individual must possess a valid CA Driver's License and be insurable under the Tribe's Insurance.

- 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:

- Must demonstrate basic knowledge of the unique sovereign status of Indian Tribes and respect for Paiute culture.
- 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.
- The individual must comply with the Driving Policy, Drug-Free Workplace, and the Pre-Employment Selection policy.
- Must demonstrate and live a healthy lifestyle and maintain a lifestyle consistent with mentoring capabilities.
- Must be able to work effectively with and relate to Native American students in grade levels 1st through 8th.
- Must be willing to participate in education related activities within a classroom setting, outdoors and on field trips.
- Must be able to work independently and exercise initiative, tact and good judgment.
- 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.
- Comply with the Drug-Free Workplace Policy and a Criminal Background Investigation and will submit to any random drug testing while employed.

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:* _____

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.