



Job Title: **American Indian Outreach and Community Liaison**

Department: **State and Federal Programs**

Supervisor: **Director of Federal and State Programs**

Lane Placement: **ESP Lane 6**

Schedule: **8 hrs / 204 days** Evaluation Group: **JCES 5**

FLSA Classification: **Non - Exempt**

JOB DESCRIPTION

Under the direction of the Director of Federal and State Programs, the American Indian Outreach and Community Liaison is responsible to identify and support American Indian Students through programs and services.

ESSENTIAL FUNCTIONS

- Supports a variety of outreach activities in diverse community settings to identify and support Native American Families.
- Collaborates with community agencies, businesses and other departments to provide quality service to American Indian families.
- Coordinates activities related to providing supplemental education to American Indian students
- Works independently on a regular basis.
- Establishes and maintains effective and efficient record keeping procedures.
- Maintains meticulous records subject to on-line regular auditing and audit by the USOE and US Department of Education.
- Provides information and training for staff, families and agencies regarding the rights of children to access educational resources.
- Fulfills district, state and national reporting requirements.
- Supports all Federal and State Program initiatives.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Must understand Native American culture and be able to support increased student achievement; Must be familiar with Utah tribes, understand the needs and have the respect of the local Indian community.
- Must have previous successful experience working with Title VII and as a partner with the USOE, other districts, community organizations and tribal contacts.
- Must be able to work with the Indian Parent Committee and facilitate family night activities.
- Must understand the school system and have the skills necessary to work collaboratively with school personnel to support individual students.
- Must be able to support district and department initiatives, including but not limited to providing support to Family Literacy Centers, teaching parenting classes, assisting with the Standing Tall Program and REACH training and providing support for students through tracking, tutoring and advocacy.
- Must be able to work independently, be proactive and keep meticulous records.
- Fulfills district, state and national reporting requirements.
- Must have access to personal transportation for outreach work along the Wasatch Front
- Ability to work collaboratively with school personnel and other departments.
- Excellent computer skills (Word, Excel, Publisher, USOE On-Track and MAPS System)
- Strong interpersonal skills with all ages.
- Must have own transportation and be able to work flexible hours as needed for evening and weekend events.
- Ability to work independently.
- Excellent organization, implementation, documentation and evaluation skills.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---Not limited to the following:

- The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 25 pounds.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 6/9/2020