



Title VII Coordinator

SUMMARY: Under basic supervision, coordinates the educational and cultural-related academic needs of American Indian students with the Mandan Public School (MPS) services provided by the US Department of Education Title VII grant program.

ESSENTIAL FUNCTIONS -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Serves as liaison between MPS and students/parents in the Native American Indian community; meets with stakeholders to facilitate understanding of cultural factors in the home and school which affect students' educational performance.
- Contacts parents and conducts home visits as needed to discuss educational concerns.
- Coordinates meetings with students, parents, and teachers to identify and articulate educational concerns, and develop plans to resolve educational, attendance, behavioral, and academic performance issues.
- Maintains Title VII records according to funding agency standards, including enrollment, attendance, assessment, and performance data; maintains case files on students in the program.
- Performs outreach activities to the Native American Indian community to explain Title VII program goals, objectives, and benefits.
- Assists Title VII families with grant-funded school supplies and access to community services and family assistance resources.
- Collects and compiles program participant data for reports to funding agency.
- Maintains MPS requirements for professional integrity, ethics, and confidentiality.
- Supports the relationship between the Mandan Public Schools and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and School staff; maintains absolute confidentiality of work-related issues, client records, and School information; follows compliance rules governing child abuse; performs related duties as required or assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience Guidelines

High school diploma or GED equivalent; AND three years school resource program experience, preferably with at-risk students; OR an equivalent combination of education, training and experience.

Knowledge of:

- MPS policies and procedures.
- Rules and regulations of the North Dakota Department of Education and other governing agencies.
- Rules and regulations of the US Department of Education Title VII (20 U.S.C. § 7401) governing Indian, Native Hawaiian, and Alaska Native Education.
- The rules and regulations of the grant program agreement between the North Dakota Board of Education and the American Indian communities governing the provision of services to the indigenous population.
- Local community resources, regional community services programs, and regional training programs.
- Record keeping and file maintenance principles and procedures.

Skill in:

- Understanding and applying program standards, public sector grant program procedures, applicable federal and state rules and regulations, and MPS policies and procedures.
- Using initiative and independent judgment within established procedural guidelines.
- Coordinating and administering educational and school support programs.
- Preparing, reviewing, and presenting management reports for grant-funded programs.
- Identifying problems and opportunities, and facilitating the development of solutions.
- Establishing and maintaining effective working relationships with co-workers, clients, advocates and representatives from community groups and government agencies.
- Operating a personal computer utilizing standard and specialized software.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS

A valid North Dakota State Driver's License is required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in a standard office environment.