



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

****RE-ADVERTISEMENT****

POSTING NO: 060-20

OPENING DATE: 02/10/2020

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Johnson-O'Malley Coordinator
PAY GRADE: E5 (\$19.93/hr.-\$28.89/hr.)
FLSA STATUS: Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: Grant Funded
DEPARTMENT: Department of Education
REPORTS TO: Executive Director, Education
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Oversees and implements the federally-funded Johnson-O'Malley program designed to improve student's academic performance; provides supervision to program staff.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Develops a coaching program based on best practices to address emerging student transition issues and contemporary challenges.
- Administers and interprets novel assessment protocols to identify the strengths and weaknesses of new students in regard to their entry-level basic skills and motivation.
- Drafts, evaluates, and implements Needs Assessment; obtains parent input through an annual Needs Assessment survey and evaluates needs based on results.
- Reviews and approves student reimbursement amounts for Johnson-O'Malley eligible students including ACT, SAT, lab fees, P.E. uniforms, and other expenses.
- Attends parent teacher conferences, Individualized Education Plans, and school meetings as requested by parents.
- Plans and organizes Johnson-O'Malley eligible schools open house, family activity nights, and other events that the schools may host.
- Compiles a profile for each new student and develops a personalized educational plan.

- Provides an array of traditional student support services including: enrollment, financial aid, academic, career and vocational, and transfer advising as requested.
- Administers and interprets academic and personal assessments for students; develops and administers academic support workshops geared for parents.
- Organizes and distributes Johnson-O'Malley school supplies, shops, orders, picks-up; packages, sorts and distributes supplies.
- Hosts Johnson-O'Malley school supplies, shops, orders, picks-up; packages, sorts and distributes supplies.
- Schedules monthly Indian Education Committee Meetings who are responsible for approving budget preparation and execution.
- Coordinates with faculty and staff; researches supporting resources and makes appropriate referrals.
- Provides technical assistance to other Department of Education programs and tribal leadership concerning implementation and operation of programs as requested.
- Implements policy, procedures and guidelines for the Tribe's Education Programs.
- Analyzes assessed needs and program objectives for the Johnson-O'Malley Program and relates findings to appropriate fiscal plan for presentation to budget and finance personnel.
- Plans, develops, and provides direction to the evaluation techniques of student skill proficiency and academic assessment; through research of testing and diagnostic instruments.
- Presents workshops to students, parents, staff, tribal administration and other interested parties; organizes family activity, literacy nights, and experiential learning opportunities.
- Ensures students are afforded their rights in a fair and equitable manner through the Department of Education.
- Manages and creates a Johnson-O'Malley program budget; coordinates financial and budget activities for maximum operational efficiency, with concurrency of the IEC member approval.
- Maintains and tracks Johnson-O'Malley financial records received from the Grants and Contracts Office.
- Writes proposals and grants to secure additional funding and grant monies for continuation and expansion of program services.
- Keeps leadership and other departments informed of status of program activities by attending meetings and submitting reports; submits annual reports to BIE.
- Enhances professional growth and development through participation in seminars, educational workshops, classes and conferences including the National Johnson-O'Malley annual conference.
- Hosts regular staff meetings to ensure communication among staff regarding program-related activities.
- Develops, writes, and implements newsletters to inform parents of updates to student services.
- Plans the experiential learning opportunities for Johnson-O'Malley students, to include transportation and chaperoning, serves as liaison to community agencies.
- Oversees and meets monthly with the Pueblo of Isleta Johnson-O'Malley Indian Education Committee.
- Provides technical assistance as well as guidance to the Indian Education committee when reviewing annual reports, budgets, and by-laws.

- Advocates for students and parents as needed.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES:

- Supervises JOM Office Clerk and Academic Coach in the provision of academic counseling services.
- Provides coaching, counseling, training, and feedback to employees.
- Assigns, reviews, and delegates work and job responsibilities to designated staff; disciplining and developing staff.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Bachelor's Degree in Education or Counseling or related field.
- Five years progressive work experience in academic advising or counseling within state or federally legislated systems.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.
- Must have fingerprinting completed prior to employment.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of department organization, functions, objectives, policies, and procedures.
- Knowledge of principals, practices and methods of curriculum development and special education curriculum, and academic counseling.
- Knowledge of Tribal cultural and educational needs.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in supervising, training, and evaluating assigned staff.
- Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
- Ability to work independently and meet strict time lines.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
- Ability to create and present effective speeches and presentations.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to establish and maintain professional relationships with the public and co-workers.
- Ability to make solid decisions and exercise independent judgment.

PHYSICAL DEMANDS:

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.

WORK ENVIRONMENT:

- Work is performed in a typical interior/office environment.
- Noise level is usually minimal.

PREFERENCE:

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.