



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
**P.O. BOX 1270, ISLETA, NM 87022**  
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**VACANCY ANNOUNCEMENT**

**\*\*RE-ADVERTISEMENT\*\***

**POSTING NO: 060-20**

**OPENING DATE: 08/27/2020**

**CLOSING DATE: Open Until Filled**

**POSITION:** Johnson-O'Malley Coordinator

**POSTED: IN/OUT**

**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.