



<b>Employee Job Description</b>	
<b>Position Title:</b> Johnson O'Malley (JOM) Home School Coordinator	
<b>Position ID #</b>	
<b>Facility:</b> Tribal Government Center/Spooner School District	
<b>Job Family:</b> Training and development	<b>Comp Grade:</b> Depends on qualifications
<b>Status:</b> Full-time 32hours a week	

**St. Croix Chippewa Indians of Wisconsin Leadership will strive to uphold the mission, vision, and values of the organization. They will serve as role models for staff and act in a people centered, service excellence-focused and results oriented manner.**

**Position Summary:**

The purpose and function of the home school coordinator is to be a liaison between the school, parents, students, and the St. Croix Tribe who oversees duties.

**Essential Functions:**

- Obtain a list of all eligible Native American students (form 506 and JOM forms)
- Serve as a liaison between school districts, guardian/parents, students, community, local Indian Education Committee (LIEC), and Tribal Education Department
- Identify the general concerns of Native American students and parents, recommend or apply effective measures to assist/resolve those needs
- Encourage and assist students to participate in after school activities; provide direction for Native American activities (i.e. talking circle, storytelling)
- Work to improve school attendance and retention of Native American students with the help of parents
- Counsel and assist students in planning and participating in post-high school education programs
- Provide verbal/written progress reports to the Local Indian Education Committee, Tribal Education Committee, and school administrations
- Communicate regularly with Native American students and parents

- Encourage and assist students to complete work on time, assist students with goal setting and time-management in relationship to the assignments given to students
- Make contact with students in grades K-12 to provide support and encouragement
- Attend school staff in-service meetings as program representative
- Report and refer students with personal and behavioral problems to proper authorities (i.e. sheriff's office, tribal police, school principals, parents, etc.)
- Attend monthly Tribal Education meetings, workshops, and conferences deemed appropriate as necessary by the Tribal Education department and/or school administrators
- Maintain daily activity log, provide ongoing program updates to administration, school staff, parents and students in regards to Native American education
- Attend IEP meetings as requested by school and/or parents
- Applicants shall serve as liaison between the school district, staff, parents, LIEC, education director, and St. Croix Tribal Council
- Arrange meetings with parents and teachers as needed regarding student issues
- Keep track of students' attendance, grades, and graduation rates
- Monitor school work and assignments
- Maintain strict confidentiality

**Note:** The essential functions are intended to describe the general contents of and requirements of this position and are not intended to an exhaustive statement of duties. Specific tasks or responsibilities will be documented as outlined by the incumbent's immediate manager.

**Type of Supervisory Responsibilities:** N/A

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**Directly Reporting to:** Education Director

**Matrix of INDIRECT Reporting:** St. Croix Tribal Council

**Scope and Complexity:**

Interacts with all levels of management and employees; often trusted with maintaining confidentiality and relaying highly sensitive messages, and appropriate application of business operations and practices.

**Physical Demands/Environment Factors: OE-Typical Office Environment**

- Requires extensive sitting with periodic standing and walking.
- May be required to lift up to 20 pounds.
- Requires significant use of personal computer, phone and general office equipment.
- Needs adequate visual acuity, ability to grasp and handle objects.
- Ability to communicate effectively through reading, writing, and speaking in person or on the telephone.
- May require off-site travel.

**Minimum Qualifications**

- Must possess ability to maintain strict level of confidentiality.
- Must consistently meet or exceed attendance guidelines.
- Basic working knowledge of office equipment
- Proficiency level typically gained through a combination of high school diploma.
- Must demonstrate ability to assess customer and business needs and formulate plan of action.
- Able to identify potential issues and proactively contain and manage challenges.
- Requires basic to intermediate level computer skills and ability to access information in meaningful ways.
- Requires skill in conflict resolution and team building.
- Must have demonstrated ability to work collaboratively with all levels of employees and managers.
- Requires effective presentation, verbal and written communication skills.
- Needs commitment to timeliness and attention to detail for acceptable customer service.

**Preferred Qualifications:**

- Associate degree in educational field or high school diploma with a minimum of 2 years' experience working in an educational setting
- Familiarity with Public Law 93-638, Johnson O'Malley programs, Title VI, and Wisconsin Act 31 and other educational laws pertaining to Native American and education
- Ability to communicate effectively and work with Native American students and families
- Knowledge of St. Croix Chippewa culture and history
- Experience providing educational assistance to students

