



San Pasqual Band of Mission Indians Position Description

Position Title: Program Coordinator	Posting Date: July 12, 2021
Position Reports to: Supervisor	Employment Category: Non-Exempt
Department: Education	Internal Closing Date: July 19, 2021

Position Summary

The Program Coordinator (PC) will manage, coordinate, and oversee various projects and programs in collaboration with the Program Manager. The PC will oversee the planning, organizing, and implementation of curriculum, programs, and ensure that the program supports students' academic success. The PC will lead all Inter Tribal Sports duties and responsibilities which include but are not limited to, registering participating youth, coaching, scheduling practices and game days, equipment prep, inventory, and attending all ITS events. The Program Coordinator will work in partnership with the Program Manager to record and maintain files detailing student's progress. The Program Coordinator will supervise attendance and lessons with both students and their parents, and provide assessments and reports for all classroom programs.

This position will require weekend and evening availability.

Principal Duties and Responsibilities

- Coordinate and oversee projects and programs in collaboration with the Program Manager
- Maintain program and project records
- Assist in program advertising and dissemination of information to parents and community members
- Ensure that teachers, leaders, and staff have detailed and current data to make fast, data-driven decisions and action plans to change scholar practice
- Design innovative and effective systems to track assessment, homework, and cultural data for schools and community in collaboration with the TYD and TYP Program
- Support struggling students by creating systems and interventions in all grade levels
- Ensure compliance with guidelines and directives regarding educational programing, curriculum, assessment, program planning, development and training
- Complete reports related to provisions of educational services, programs, and projects. This includes monitoring student enrollment, timeliness of development screenings, assessments, and ensuring successful referrals for students K-12th, in collaboration with the TYD and TYP Program
- Verify the effective coordination of services between Lead Teachers and Valley Center Pauma Unified School District teachers, counselors, and Title VI aides
- Monitor enrollment, attendance, and grade trends within the Valley Center Pauma Unified School District's school sites
- Assist in ensuring that all classroom, playgrounds, and ITS sports programs are well-equipped

- Oversee and coordinate all ITS Sports programs, and ensure players and parents follow all ITS and San Pasqual rules and guidelines
- Assist Program Manager in daily operations, including but not limited to, staffing schedules, maintaining staff compliance records, organizing program transportation during program activities
- Assist in directly supervising AmeriCorps Mentors, Lead Teachers, Assistant Teachers, and Classroom Aides
- Recruit, schedule, and ensure the training of classroom volunteers and contracted teachers
- Participate in continuing professional development as part of the commitment to excellence
- Provide Coaching, develop PD plan for team, individual, and student
- Assist Director with grant requirements
- In accordance with our "team" philosophy, the person filling this position may occasionally be required to carry out or assist with other tasks in addition to the duties listed on this job description
- Staff must believe in and act in accordance with both the Agency's and the program's mission statements
- Other duties as assigned

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities for this position at any time.

Qualifications & Skills

REQUIRED EDUCATION / CERTIFICATIONS:

- Bachelor's Degree related to educational studies or administration preferred
- High School Diploma or GED
- 2 years teaching and youth program coaching experience
- 2 years of experience managing educational programs

EXPERIENCE / QUALIFICATIONS / SKILLS

- Confident and professional presentation acting as a positive role model
- Knowledge in Desired Results and Developmentally Appropriate Practices
- Good communication, problem solving and priority setting skills as well as maintaining an overall positive and professional attitude /disposition
- Ability to use the computer and proficient in Microsoft Office applications
- Ability to effectively plan, organize and implement educational activities
- Ability to make decisions on behalf of children and protect their well-being
- Must be able to manage confidential information
- Must be willing to learn and incorporate Kumeyaay language and culture into the curriculum

Individuals who are interested for consideration for the above position should email their resume to hr@sanpasqualtribe.org or submit application to 16400 Kumeyaay Way, Valley Center, CA 92082.

In accordance with the Policies and Procedures, San Pasqual Band of Mission Indians will at all times and for all positions give hiring, transfers and promotional preferences to qualified applicants in the following order: 1. San Pasqual Band of Mission Indians Members. 2. San Pasqual Member Spouse or 1st generation Lineal descendent 3. Other San Pasqual Band of Mission Indians Lineal descendants. 4. Other American Indians. 5. All Others.