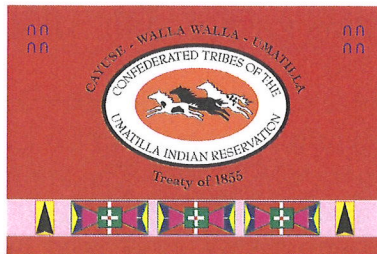


**CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION**  
**46411 TIMÍNE WAY, PENDLETON, OR 97801**  
**(541) 276-3570 FAX (541) 276-9060**



**READVERTISED / REVISED**

**\*UPDATE: Example of job duties**

**POSITION DESCRIPTION and VACANCY ANNOUNCEMENT**

**POSITION TITLE:** Indian Education Coordinator

**SALARY:** Pay Range: Step 5  
\$40,000 - \$44,000 annual DOE/DOQ

**DEPARTMENT:** Department of Education

**LOCATION:** Education Department  
Confederated Tribes of the Umatilla Indian Reservation and Pendleton,  
Pilot Rock, or Athena-Weston District Schools

**EMPLOYMENT STATUS:** Full-Time with full benefits  
Covered Status (extensive background check)  
Non Exempt

**SUPERVISED BY:** Youth Services Program

**OPENING DATE:** March 19, 2024

**CLOSING DATE:** April 9, 2024

**CTUIR MISSION STATEMENT**

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the Treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation (CTUIR).

**GENERAL STATEMENT OF DUTIES**

The Indian Education Coordinator provides supplementary support and intervention services to increase reading and math achievement of identified eligible students and assist in meeting their culturally related academic needs. The Indian Education Coordinator serves as an advocate to American Indian/Alaska Native students and

parents in cooperation with school staff to maintain appropriate educational environment and develop positive Native identity. The Indian Education Coordinator is responsible in collecting and compiling the completed 506 forms from all eligible students in the assigned service areas.

#### EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. Responsible for identifying eligible Native American/Alaska Native students, collect completed 506 forms and ascertain that every student in the program has a completed 506 form.
2. Responsible for identifying students whose reading and/or math performance, as measured by test scores and grades, is/are below grade level benchmarks.
3. Responsible for identifying students who are not on track for graduation and providing all available resources to the school district and counselors.
4. Must monitor student progress, keep current records of students' class standing and adjust services to meet reading and math benchmarks.
5. Responsible for providing support services to identified students including referrals to school counselors as needed as well as working with students in small groups or one-on-one.
6. Must compile and maintain accurate student data for the program's quarterly reports and annual grant reporting.
7. Responsible for making regular contact with students and parents to encourage parental support in relation to education goals and ensure student academic success.
8. Must maintain confidentiality standards described in the Tribal Personnel Policies Manual 2.02 and refrain from sharing unauthorized information to anyone outside of the school or CTUIR staff that are involved.
9. Responsible for coordinating and collaborating with departmental staff, schools, tribal agencies entities, parents, communities and Tribal Court and the Truancy Program in particular, to American Indian/Alaska Native success in school. This includes any cultural and educational activities in and out of school, year-round.
10. Must assume a fair share of responsibility of general program activities that at times may go beyond the regular hours including attending staff meetings, other meetings as requested, and other job-related duties as assigned by the Youth and Recreation Manager and the Education Director. Must be flexible with work hours.
11. Must maintain, demonstrate, and present a positive and supportive attitude about job role and responsibilities.
12. Must respond proactively to recommendations made in periodic observation and annual performance evaluations.
13. Assist with lunch duty, snacks, recess and help students get on and off the bus at their assigned schools.
14. Must work Summer School and assist teachers in the classroom with academics and behavior management.
15. Responsible for leading or assisting youth in their daily activities. Responsible for transporting and/or assisting the transportation of food and transporting youth to and from activities.
16. Responsible for covering employee breaks when they go to any break including lunch so as to provide continuous services to youth.
17. Responsible for setting up and cleaning up after daily activities wherever activities may occur including in classrooms, on the ball field, in the gym, and after snacks and lunch.
18. Any other assignment as long as it has to do with the mission of the Education department.

#### SUPERVISORY AUTHORITY:



None

SIGNATORY AUTHORITY:

None

ACCESS TO SENSITIVE AREAS:

None

**REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)**

1. Bachelor's Degree preferred in Education or Human Services with two years' experience in the field of Education. May be substituted for:
2. Associate's Degree with two to three years' experience in the field of youth services OR
3. High school diploma or equivalent, or willing to obtain GED in the first 120 days, PLUS four years' experience working with youth.
4. Must have three years' experience and/or knowledge of working with American Indian/Alaskan Native communities.
5. Must have strong interpersonal and communication skills, including the ability to communicate effectively, orally and in writing, through concise reports, memoranda, directives, emails and letters. Must possess and demonstrate good writing, spelling, proofing, grammar and punctuation skills.
6. Must have the ability and interest to greet the public and handle difficult situations on the phone in a professional and courteous manner.
7. Ability to carry out assigned duties/projects in an efficient and timely manner with minimal supervision and must be able to handle multiple projects and work within defined timelines.
8. Must be able to secure sources of information relating to Tribal problems/concerns. Become knowledgeable of types of services provided by CTUIR Tribal Governmental programs.
9. Must have knowledge and experience with computer processing equipment and software, including: Access, Word, Excel, Power Point, Outlook, Office Suite software. Knowledge of computers and other office technological equipment must be kept current by attending trainings as directed by supervisor.
10. Considerable knowledge of general office practices and procedures. Individual must be highly organized and have good filing skills.
11. Must be able to operate and maintain office machines.
12. Valid driver's license is preferred, not required, but must have reliable transportation to and from work.

**PHYSICAL DEMANDS:**

1. Ability to use standard computer programming such as Microsoft Office (Word, Excel, PowerPoint, Outlook)
2. Ability to stand and walk around for long periods of time.
3. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.
4. Ability to lift up to 25, pounds of records or other material in storage containers/totes/boxes, over the head.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker's ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code."

## SELECTION PROCESS:

Tribal Personnel Policies Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
2. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source, and shall apply to all classes of positions referenced in section §3.05.
4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicant's who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

## DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A pre-employment drug test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies Manual.

## APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until at 4:00 P.M., on the posted closing date as found on Page 1 of this announcement, or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE "REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL" BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

**It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.**

## REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed CTUIR's Supplemental Application Form (if applicable).



5. High School Diploma/GED or copy of official college transcripts (as applicable).
6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
7. Veteran's preference: Must provide proof of honorable service and discharge or completed Form DD214.

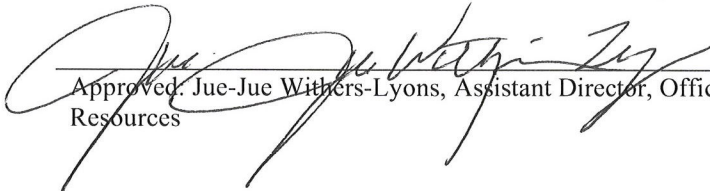
#### APPLICANT RESPONSIBILITY

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

#### OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation  
Office of Human Resources  
Staffing and Recruitment  
46411 Timine Way  
Pendleton, OR. 97801  
Phone: (541) 276-3570 or Fax: (541)276-9060

**To be considered, application package must be post marked by the closing date.**

  
Approved: Jue-Jue Withers-Lyons, Assistant Director, Office of Human Resources

  
Date

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#### Applicant Review and Acknowledgement

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

