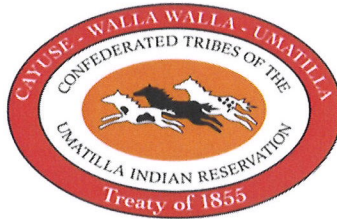


CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION
46411 TIMÍNE WAY, PENDLETON, OR 97801
(541) 276-3570 FAX (541) 276-9060



***Note 4 positions**

RE-ADVERTISED

POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE: Indian Education Coordinator (**4 positions**)

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 Manager

OPENING DATE: May 16, 2025

CLOSING DATE: Open Until filled, Review July 15, 29, 2025

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

Indian Education Coordinator is responsible for increasing student participation and community partnerships, promoting Tribal students' academic and emotional well-being through culturally relevant programming, and

enhancing family engagement in education. They coordinate outreach to students and families, organize cultural activities and educational events, participate in professional development, and collaborate with local programs and schools to provide enriching experiences. Additionally, they will use 506 data to monitor students' academic progress from kindergarten through high school to foster improved attendance and higher graduation rates.

EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES DEPENDING ON STUDENT AGE GROUP

Culture Enrichment (30%)

1. Develop and implement educational programs, workshops, campaigns, knowledge enrichment activities, skill enhancement classes, trainings, and other modalities, for assigned schools that promote American Indian/Alaska Native (AI/AN) history, culture, and traditions.
2. Ensure that school staff and families are aware of the cultural leave form and the school's absentee policies regarding cultural ceremonies and events.

Academic Support (20%)

3. Provide one-on-one or group academic support sessions to students in various subjects, including but not limited to math, writing, and reading. Additional subjects depend on capabilities.
4. Monitor student progress and assess student's academic needs to address their specific areas of improvement.
5. Responsible for providing or arranging academic support when needed by consulting with students, teachers, and families.
6. Offer students guidance on study skills, time management, and problem-solving strategies.
7. Maintain regular communication with parents to provide updates on progress and address any concerns and encourage parental support in relation to education goals.
8. Responsible for identifying students who are not on track for graduation and providing all available resources to the school staff, students, and families.

Student Monitoring (20%)

9. Monitor student's attendance patterns and follow-up with staff, students, and families regarding absenteeism and truancy. Develop attendance incentives to increase attendance rates.

Record Keeping (10%)

10. Must compile and maintain detailed reports of daily student and family interactions, including but not limited to, attendance, grades, and referral-related contact.

General Duties of All Title VI Program Staff (20%)

11. Collaborate with tribal leaders, elders, educators, and community members to ensure accurate and respectful representation of AI/AN perspectives and to help connect students and families with additional resources, such as scholarships, after-school programs, counseling services, or cultural enrichment opportunities, using the established referral process when necessary, and with teachers and staff to develop basic personalized learning plans to help students achieve their academic goals.
12. 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.
13. 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 the Education Director. Must be flexible with work hours.
14. Must maintain, demonstrate, and present a positive and supportive attitude about job role and responsibilities.
15. Must respond proactively to recommendations made in periodic observation and annual performance evaluations.

16. Any other assignment as long as it has to do with the mission of the Education department, Youth Services Annual Work Plan, and objectives of the Title VI grant.

SUPERVISORY AUTHORITY:

None

SIGNATORY AUTHORITY:

None

ACCESS TO SENSITIVE AREAS:

Student data systems, Education Department, and school district offices.

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 years' experience in the field of youth services, OR
3. High school diploma or equivalent, with three years' experience working with students in an educational setting.
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.
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 experience with and thorough knowledge of Microsoft Windows and Microsoft Office, and other office technological equipment must be kept current by attending training as directed by supervisor.
10. Considerable knowledge of general office practices and procedures. Individuals must be highly organized and have good filing skills.
11. Must practice confidentiality at all times.
12. Valid driver's license is preferred, not required, but must have reliable transportation to and from work.

PHYSICAL DEMANDS:

1. Ability to stand and walk around for long periods of time.
2. Ability to sit in automobiles and/or airplanes for travel to conferences, seminars, and training.
3. 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. Applicants 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.

COVERED POSITIONS:

Pursuant to the Tribal Personnel Policies Manual, Section 2.23, this is a Covered Status Position. This position requires the individual to pass a pre-employment fingerprint background check that is sufficient to meet requirements for the Federal Bureau Investigation's Criminal Justice Information Services certification to be able to access federal information under the Tribal Access Program (TAP). This will be done before starting any Covered position with CTUIR. The individual will undergo an FBI fingerprint background check to determine clearance to be around children, re-investigations shall occur at a frequency of no more than every five years (TPPM, 22).

APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until 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.

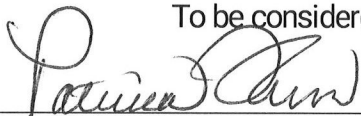
APPLICANT RESPONSIBILITY

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



07/01/2025

Approved: Patricia Farrow, Staffing and Recruitment Specialist

Date

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