San Jacinto Unified School District

AMERICAN INDIAN SCHOOL, FAMILY & COMMUNITY LIAISON

DEFINITION

Under general supervision, the American Indian School, Family & Community Liaison promotes and enhances the school, family and American Indian connection by establishing strong ties and partnerships with the local American Indian community. The American Indian School, Family & Community Liaison coordinates resources available to American Indian students and families as well as encourages family involvement in school educational programs. This position also requires the incumbent to provide supplemental assistance and services for students registered through the 506 forms via the title VI grant. This position is utilized as a resource to support the unique educational and culturally related academic needs of American Indians within the program, with the goal of increasing school readiness, school attendance and graduation rates among our American Indian students.

ESSENTIAL FUNCTIONS

- Serve as liaison between American Indian students, families, staff, tribal communities and the community at large
- Communicate with American Indian families, tribal programs and the community to promote a culture of mutual understanding and respect
- Serve as a resource for American Indian students and families by coordinating resources available to Indian students
- Collaborate with Soboba Band of Luisenos Indians, Riverside-San Bernardino County Indian Health and other local entities that provide resources available to American Indian families
- Provide appropriate referrals and advocacy for families as needed and provide follow-up to determine the outcome of services provided to support families in accomplishing their goals
- Assist American Indian families in applying for school and community programs and services
- Collaborate with District and school staff to develop programs and classes to support American Indian parents and students
- Assist in coordination of professional development and staff trainings focusing on cultural competence
- Coordinate and organize programs, meetings, workshops and educational classes to encourage parent participation and develop parenting skills, understanding of school/District processes and parent/student success
- Assist in recruiting parents and community members as school volunteers
- Facilitate outreach to American Indian families, community leaders and organizations for the purpose of developing resources and building partnerships with community members
- Gather student performance data for the Indian Grant Program and budget information
- Maintain permanent, confidential student records
- Attend and assist with Native Advisory Council
- Assist Native Challenge with scheduling Indian student meetings and events
- Collaborate with school and District staff, American Indian families and other agencies to improve the overall success of American Indian students and to address issues such as chronic absenteeism, behavior and drop-out prevention
- Assist in providing supplemental services to assist registered 506 students with academics, behavior and attendance
- Attend and participate in tribal and community events to receive and present information and enhance the school/community connection
- Compile student data for 30 days Indian Student Count Period and organize collection of new 506 forms
- Prepare and distribute a variety of written materials (e.g. newsletters, announcements, reports, memos, flyers)

- Maintain a variety of paper and electronic files and records to provide required information and/or documentation
- Respond to inquires from a variety of sources (e.g. parents, community agencies, auditors, students) to provide information and direction
- Navigate and utilize current technology and engage in consistent, transparent, innovative and two-way communication through, but not limited to, telephone auto-dialer systems, social media and websites
- Initiate phone calls and conduct home visits with administration or staff to American Indian students and families, as needed
- Coordinate transportation arrangements to meetings for parents who request assistance
- Participate in various meetings, as support staff (e.g. IEP's, SST parent/teacher meetings, etc.), as needed
- Perform record keeping and clerical functions (e.g. scheduling, copying, faxing, data entry, schedule meetings/appointments, proofreading, filing, etc.)
- Engage regularly in public speaking, including group and community presentations and activities at site meetings
- Inform staff through regular meetings regarding community trends, in relation to supporting the needs of students and available services
- Set priorities, meet deadlines, evaluate outcomes and adjust activities to get results
- Compile student/family information for a variety of uses (e.g. state reporting, outside agency use, etc.)
- Support and implement the District's Strategic Plan
- Understand and follow written and oral direction
- Establish and maintain cooperative relationships with management, other employees and persons contacted through the course of work
- Maintain a high level of ethical behavior and confidentiality of information about students and staff
- Participate in District in-service training as required
- Utilize and promote the 40 Developmental Assets
- Perform other duties as required

QUALIFICATIONS

Knowledge of:

- American Indian history and an in-depth awareness and understanding of the culture
- Special needs of American Indian students and families
- Community resources and the District's education program
- Current office methods and equipment, including Microsoft programs and the preparation of correspondence
- Correct English usage: spelling, grammar and punctuation
- Basic methods, policies and procedures of the assigned work areas
- The 40 Developmental Assets

Ability to:

- Understand the needs of American Indian students and families
- Obtain and provide the District with a complete Department of Motor Vehicles (DMV) Vehicle/Vessel Registration (VR) Information Record upon request
- Complete a DMV Employer Pull Program - Authorization for Release of Driver
- Type accurately at the rate of 45 words per minute from clear, legible copy
- Maintain confidentiality in carrying out responsibilities
- Support a friendly atmosphere where staff, parents and community members feel welcome
- Develop procedures, methods, techniques and strategies used in the effective development of school, parent and community partnerships
- Understand how community members contribute to school program goals and objectives

- Enlist the community's support and involvement in the educational process
- Work flexible hours to accommodate after-hours meetings and/or community events
- Adapt to changing work priorities, remaining flexible and focused during interruptions and distractions
- Maintain physical, mental and emotional stamina necessary to perform the essential functions and responsibilities of the position
- Work effectively and efficiently both independently and as a member of a team to contribute to a positive work environment
- Communicate and relate effectively with racially and ethnically diverse staff, students and community members including varying economic and education levels
- Demonstrate effective communication and interpersonal skills
- Perform general clerical work of above-average difficulty with speed and accuracy
- Make arithmetical calculations with speed and accuracy
- Understand and carry out written/typed/email and oral directions
- Maintain consistent, punctual and regular attendance
- Use good judgment in the application of District and school policies
- Demonstrate tact, diplomacy and good judgment
- Establish and maintain effective working relationships with those contacted in the course of work
- Accept change positively and support new ideas and methodologies
- Maintain consistent, regular and punctual attendance
- Follow District, state and federal rules, policies, regulations and laws
- Meet rigorous timelines and schedules
- Work effectively as a member of a team

EDUCATION (diplomas, licenses, certificates)

- High School Diploma or General Education Diploma (GED)
- Associate's Degree (preferred)
- Post-secondary coursework related to American Indian Studies (preferred)
- Possession of a valid and appropriate California driver's license; have minimum required insurance coverage as mandated by the state of California for operation of a vehicle

EXPERIENCE

- Experience working with American Indian families
- In-depth knowledge, understanding and awareness of American Indian culture and customs
- Familial or professional ties to the American Indian community
- Two years responsible and successful experience in community relations, social service or youth-related employment

WORKING CONDITIONS

Environment:

- Varies from a climate controlled office setting to working outdoors with temperatures ranging from mild/moderate to extreme cold/heat
- Office environment; constant interruptions
- Outdoor environment; drive a District or personal vehicle to conduct work, visit school sites, travel to other organizations and companies, meetings and workshops

Physical Abilities:

- Pre-employment physical
- Hearing and speaking to communicate within normal range (approximately 60 decibels), give directives to small or large groups of people and exchange information in person and on the telephone
- Read printed material and computer screens

- Dexterity of hands and fingers to operate a computer keyboard and other office equipment
- Ability to lift and carry 60 pounds
- Ability to exhibit a full range of motion for shoulder, elbow, back, hip and knee
- Ability to sit for extended periods of time, stand, stoop, bend, climb and walk
- Ability to climb a ladder for purposes of inspection when necessary
- Ability to work in a wide range of weather conditions
- Kneeling, bending at the waist and reaching overhead above the shoulders and horizontally to retrieve and store files and supplies

EQUAL OPPORTUNITY EMPLOYER

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