



## MI'KMAQ NATION POSITION DESCRIPTION

**TITLE:** Education Coordinator

**CLASSIFICATION:** Hourly/Part-Time Regular

**IMMEDIATE SUPERVISOR:** Education Director

**PAY RANGE:** \$16.00 - \$18.00

**NOTE:** The following includes data on essential job functions, as well as physical, mental, academic and experiential requirements for the job defined herein. The description is meant to serve interviewers, applicants, directors, and incumbents as a reference tool for determining whether applicant or employee qualifications are sufficient to perform the tasks and assume the responsibility as described herein. Some aspects of this position may change over time, according to the Tribe's needs, which changes may not be recorded herein at this time.

**SUMMARY OF POSITION:** The Education Coordinator provides liaison services to Tribal families and school districts within Aroostook County, Maine, assisting and advocating for Tribal members with needs and barriers affecting academic success. The Education Coordinator also provides managerial and administrative assistance to the Education Director and performs tasks pertaining to project enrollment and participation.

**EDUCATION (OR EQUIVALENT EXPERIENCE):** Associate in a related degree field such as early childcare education, elementary or secondary education and/or equivalent experience or two years or more working with youth in a structured setting.

**LICENSES OR CERTIFICATIONS:** Valid State of Maine driver's license.

**SKILLS/KNOWLEDGE/ABILITIES (SKA) REQUIRED:** Excellent written and oral communication skills. Knowledge and experience with Mi'kmaq culture. Strong organizational skills with ability to prioritize workloads and meet deadlines. Effective interpersonal skills with the ability to work with people of all ages and skill levels. Basic computer skills and the ability to work independently and as part of a team. Ability to read, reason, and understand grant goals, school policies, procedures and related information, and to follow verbal and/or demonstrated instructions.

**WORKING CONDITIONS:** Regular office environment, primarily on-site, but may include time in area schools as well. This position may require occasional travel in Aroostook County or out of area travel for training.

### **FUNCTIONS/TASKS:**

- Acts as a culturally responsive liaison between school districts and the Tribal community.
- Assist Tribal students with academic and interpersonal success, participating in conflict resolution with students, parents/caregivers, teachers and administrators as necessary.
- Work with school districts and caregivers to support individual academic and/or behavioral programs with Tribal students.

- Connect school districts and caregivers with community and Tribal resources designed to support and enhance academic success.
- Assist with coordinating tutoring and academic support with community members.
- Serve as the Mi'kmaq Nation Title VI and Johnson O'Malley Coordinator.
- Maintain confidentiality about all aspects of youth and their families, staff performance, and written and oral records.

## EVALUATION

Feedback will be practiced on an on-going basis and the notes will be attached to your personnel file. Formal evaluations will be conducted on a semi-annual and annual basis, and are based on how one meets, exceeds, or fails at all those standards specified within this position description.

**NOTICE:** This position in no way states or implies that the responsibilities and tasks are the only responsibilities and tasks to be performed by the employee occupying this position. S/he will be required to follow any other instructions and to perform any other job-related duties as required by his/her immediate supervisor.

Requirements stated herein are minimum levels of knowledge, skills and/or abilities to qualify for this position. To perform the duties and responsibilities of this position successfully, the incumbent will possess the abilities and aptitudes to perform each task proficiently." Ability " means to possess and apply both knowledge and skill.

All employment decisions, including promotions, transfers and others, are based on meeting all requirements herein, and on Tribal need, the employee's being in good standing (including lack of disciplinary actions), meeting all applicable performance standards and other non-discriminatory criteria. The methods of fulfilling requirements are subject to possible modification to reasonably accommodate qualified individuals who pose a direct threat or significant risk to health and safety of themselves or others.

**The closing date for this position is           MAY 25, 2023           Submit a completed application package, including a cover letter, resume, an application, and copies of certificates/licenses/degrees stated *in your application*. A complete Job Description and an Application can be found at [www.micmac-nsn.gov](http://www.micmac-nsn.gov), or call Cheryl Smart at 764-1972 to have an application mailed. This position is subject to FBI, DHHS, and State of Maine background checks.**

Please send the completed Job Application to the following address or email:

Cheryl Smart  
Attn: Human Resource Assistant  
Mi'kmaq Nation  
7 Northern Road, Presque Isle, ME 04769  
[csmart@micmac-nsn.gov](mailto:csmart@micmac-nsn.gov)

*The Mi'kmaq Nation practices Native Preference to qualified Native Americans in accordance with 25 USC 472, 472 (a) and P.L. 93-638 and is an Equal Opportunity and Service Provider.*