

# Coordinator II – Indian Education Opportunities Program

## Position Details

Job Code: U7401

Reference Code: B065

Division/Unit: Community Engagement

Classification: Professional-Technical

Terms of Employment: [Step 39 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

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## Position Summary

This position will directly supervise the Indian Education Opportunities Program (IEOP). This position will also serve as an advocate for the American Indian/Alaska Native students within the Clark County School District. This position also works to facilitate appropriate educational programming. This position is responsible to the Director, Engagement and Events, Community Engagement Unit (CEU).

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## Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Works with American Indian/Alaska Native students to facilitate, advocate, and communicate their needs.
2. Implements, accesses, and provides a means of evaluation for the IEOP.
3. Identifies, utilizes, and advocates for community resources to use within the program.
4. Uses established District goals as a guide for facilitating the IEOP.
5. Provides the Clark County Indian Education Committee with relevant information concerning the District procedures/policies/updates, procurement guidelines, and

- other pertinent items needed. Additionally, monitors compliance with the Indian Policies and Procedures, CCSD Policy 1311, and Impact Aid Section 7003.
6. Serves as the liaison between the IEOP and the Clark County Indian Education Committee.
  7. Attends all meetings, events, conferences, etc., coordinated by the IEOP and the Clark County Indian Education Committee.
  8. Remains current on issues pertaining to the unique and specialized academic and cultural needs of American Indian/Alaska Native students.
  9. Coordinates the Every Student Succeeds Act (ESSA) Consultations, grant applications, program evaluations, and other meetings, as required prior to the submission of reports requested by the Grants Development & Administration Department (GDA), Nevada Department of Education (NDE), and the Office of Indian Education.
  10. Works with principals, counselors, and teachers to provide assistance to American Indian/Alaska Native students.
  11. Identifies students through Infinite Campus and other sources to recruit and certify into the IEOP.
  12. Coordinates the IEOP tutoring program which includes managing all digitized documents, submitting payroll and mileage for tutors, training for licensed personnel, and additional responsibilities, as needed.
  13. Supervises department staff, provides training for Student Success Advocates, and monitors job responsibilities, etc.
  14. Performs other duties related to the position, as assigned.
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## **Position Expectations**

1. Knowledge of American Indian history, culture, and sovereignty; knowledge of issues pertaining to the educational needs of American Indian youth.
2. Demonstrated involvement in community activities.
3. Skillful at identifying and using community resources.
4. Demonstrated effective skills in planning, organizing, and coordinating activities.
5. Strong communication, organizational, and problem-solving skills.
6. Knowledge of various cultural groups and cross-cultural techniques.
7. Ability to work for established program goals and manage more than one (1) project at a time.
8. Ability to assist with writing grants, producing related reports, program planning and development, implementation, and assessment.
9. Ability to recognize the sensitive nature of issues and maintain confidentiality.
10. Ability to work independently and assume leadership roles.

11. Ability to meet predetermined deadlines.
  12. Ability to work cooperatively with employees, parents/guardians, students, and the community.
  13. Ability to recognize and report hazards and to apply safe work methods.
  14. Ability to plan and facilitate professional and personal learning activities with groups and individuals.
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## **Position Requirements**

### **Education and Training**

An earned bachelor's degree from an accredited college or university or currently serving as a professional-technical employee with the Clark County School District.

### **Licenses and Certifications**

A valid driver's license or state-issued identification card.

### **Experience**

1. Satisfactory service in corresponding or related positions or five (5) years of successful supervisory experience related to the administrative position.
2. Three (3) or more years of involvement in community service.

INDIAN PREFERENCE POLICY: PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT OF 1934. (TITLE 25, USC SECTION 472). VERIFICATION FORM BIA-4432 MUST BE SUBMITTED WITH THE APPLICATION IF CLAIMING INDIAN PREFERENCE.

[BIA 4432 - Verification of Indian Preference for Employment \(PDF\) | Indian Affairs](#)

### **Preferred Qualifications**

1. Minimum of five (5) years of successful teaching or similar experience.
2. Previous counseling and/or teaching experience with American Indian students and their families.

**When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.**

## **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

## **Job Revision Information**

- Revised: 04/03/23
- Created: 06/17/20