



The Klamath Tribes
501 Chiloquin Blvd./P.O. Box 436
Chiloquin, Oregon 97624

Phone: (541) 783-2219
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OPEN: 09/21/18
CLOSE: 10/12/18

EXEMPT__
NON-EXEMPT_X_

JOB DESCRIPTION

POSITION: Afterschool Program Coordinator

RESPONSIBLE TO: Education & Employment Department Director

SALARY: GS-5 \$28,399 - \$35,842 Annual/Full Benefits
GS-6 \$31,063 - \$39,941 Full Benefits
GS-7 Full Benefits (Only for employees with 10+ years of service)

CLASSIFICATION: Non-Management, Regular, Full-Time

LOCATION: Learning Center
Education & Employment Department
119 Yahooskin St.
Chiloquin, OR 97624

INTRODUCTION

The Primary purpose of this position is to plan, organize, and oversee the maqlaqs Afterschool Program with youth Kindergarten through twelfth grade. The employee will create culturally appropriate course of activities and schedule for the Afterschool Program. This person will promote educational achievement and cultural awareness for eligible American Indian/Alaskan Native students. This position will require tutoring services for base knowledge and understanding of primary subject areas of Math, English, and science in the elementary aged children. The employee must be willing to drive in inclement weather for the Afterschool Program functions. The work includes various responsibilities, requiring someone who can work independently with minimal supervision to ensure timely, accurate and efficient workflow in accordance with office

policies and standards. The work often involves highly confidential matters.

MAJOR DUTIES AND RESPONSIBILITIES

1. Create culturally appropriate projects that would benefit the knowledge of students Kindergarten through twelfth grade.
2. Instruct students in cultural and program activities; each day is dedicated to different topics such as science, art, community services projects, culture activities, etc.
3. Establish positive rapport and have ability to work with students, families, and school staff.
4. Have the ability to instruct staff to assist with projects and Afterschool Program.
5. Ability to be able to provide classroom management skills; such as greet students as they get off the bus, instruct students to wash hands, seat students, and have a clear understanding of instructing several students of different ages in daily project/lessons.
6. Have the ability to instruct staff to assist with projects and Afterschool Program.
7. Effectively communicate Center Tutor Program and Education and Employment Department information to the public.
8. Perform receptionist duties on an as needed basis. This includes receiving incoming telephone calls and directing them to appropriate personnel. Other duties would include filing, photocopying, typing letters from rough draft, reports and other documents as assigned.
9. Establish and maintain an effective filing, reporting and record keeping system.
10. Schedule meetings with parents/guardians, notify staff, and take minutes as directed.
11. May be required to attend student events on occasion. Events may be held on the weekend or in the evening.
12. May occasionally drive for Afterschool functions, at times in inclement weather.
13. Other duties as assigned.

SUPERVISORY CONTROLS

Work is performed under the instructional supervision of the Education & Employment Department Director. Work is normally assigned in terms of objectives to be achieved, according to standard procedures utilized by the maqlaqs s?ayooga Center. Detailed instructions will be

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Afterschool Program Coordinator

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provided on assignments. Recurring assignments are carried out independently by the employee. New or unusual situations are to be discussed with supervisor.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of Klamath Tribes history and cultural practices.

Ability to create schedules for the after school program appropriate to grades Kindergarten through twelfth grade.

Ability to provide classroom management and volunteer oversight to Afterschool Program.

Ability to accomplish tasks in accordance with established policies, procedures, practices and priorities of the Education and Employment Department and The Klamath Tribes.

Ability to plan activities and field trips for Afterschool Program, Early Release day, and End of the Year.

Ability to organize, plan and prioritize work loads, using one's own initiative.

Ability to maintain strict confidentiality of client information.

Ability to create meaningful learning opportunities for students.

Ability to plan and put together healthy snacks for the Afterschool Program.

QUALIFICATIONS, EXPERIENCE, EDUCATION

- Associates Degree with transferrable work experience; or Bachelor's Degree in business administration, social services, or education; higher Education / college credits preferred. *(Copy of transcripts must be submitted with application.)*
- Three (3) years minimum positive work experience in a cultural education setting **REQUIRED.**
- High School Diploma or GED, **REQUIRED.** *(Copy of degree or transcripts must be submitted with application.)*
- Must be able to maintain strict confidentiality of records and information pertinent to the nature of the work, **REQUIRED.**
- Must submit to and clear an alcohol/drug screen test, **REQUIRED.** *(Employment will be contingent upon clearing the required alcohol/drug screening test.)*

- Must submit to and clear a criminal records background check, **REQUIRED**. (*Employment will be contingent upon clearing the required criminal records background check.*)
- Must submit to and clear a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for any traffic, misdemeanor or felony crimes, **REQUIRED**.
- Must accept the responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters. In addition, the Oregon Revised Statutes (ORS) 419B.010 identifies this position as having the duty to report child abuse, **REQUIRED**.

INDIAN PREFERENCE

- Indian and Tribal Preference will apply, as per policy. (*Must submit tribal documentation with application to qualify for Indian Preference.*)

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. It is not necessarily all-inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

Revised: 09/18

APPLICATION PROCEDURES

Submit a Tribal ***Application for Employment*** with all requirements and supporting documentation to:

**The Klamath Tribes
ATTN: Human Resource
P.O. Box 436
Chiloquin, OR 97624**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a tribal

application, or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.