



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

Phone: (541) 783-2219
HR Fax: (541) 783-2836

OPEN: 12/22/22
CLOSE: Until
Filled

EXEMPT _____
NON-EXEMPT X

POSITION DESCRIPTION

POSITION: JOM COORDINATOR

RESPONSIBLE TO: Education & Employment Department Director

SALARY: Step Range: 9-24; Full Benefits
Salary Range: \$34,912 - \$54,392
Hourly Range: \$16.78 - \$26.15

CLASSIFICATION: Non-Management, Regular, Full-Time

LOCATION: Johnson O'Malley (JOM) Program
Education & Employment Department
The Klamath Tribes
501 Chiloquin Blvd.
Chiloquin, OR 97624

BACKGROUND: P.L. 101-630 level

POSITION OBJECTIVES

The primary purpose of this position is to tutor students in kindergarten through twelfth in a variety of school subjects. This position also provides clerical support for the program. The position objective is to promote educational achievement and cultural awareness for eligible American Indian students and provide academic support

MAJOR DUTIES AND RESPONSIBILITIES

1. Identify students eligible for Johnson O'Malley Services, including maqlaqs s?ayooga After-School Program.
2. Maintain student files with comprehensive case notes, file entries, and appropriate records regarding services provided, clientele, and student progress. This includes, but is not limited to, identifying students below grade level in math, science, and language arts for

tutorial services.

3. Work with the supervisor to assign tutoring services to tribal youth.
4. Review student referrals for tutoring services to be provided and arrange for tutoring equipment/materials, as necessary.
5. Contact the student's parents and teacher(s) to develop a course of action for study and to request parental involvement.
6. Instruct students in academic subjects, which have been identified by their teachers/parents as areas needing extra study time.
7. Plan, develop, and implement cultural lessons/activities outside of the classroom as field trips and student incentives. This requires review and budget approval by the Supervisor.
8. Record student progress in Participation Activity Log (PAL). Request a copy of each assigned student's report card to track student improvement.
9. Effectively communicate JOM services and basic Education & Employment Department information to the public.
10. Perform receptionist duties on an as needed basis. This includes receiving incoming telephone calls and directing them to appropriate personnel and receiving and relaying messages for staff.
11. Perform a variety of clerical duties such as filing, photocopying, and typing memos and letters from rough draft, reports, and other documents as assigned.
12. Establish and maintain an effective filing and record keeping system. Meet with supervisor, as required or necessary, to discuss any and all changes, plans, or new activities within the JOM Program.
13. The incumbent will be called upon to accomplish other tasks within their scope of work.

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 Education Department Programs. Detailed instructions will be provided on assignments.

Assignments are carried out independently by the employee. New or unusual situations are to be discussed with supervisor. Overall program supervision is provided by the Education & Employment Director.

KNOWLEDGE, SKILLS, ABILITIES

Ability to communicate well with individuals and groups in both written and oral form.

Must be able to present instructions to children, ages five and older, in a group setting or individual basis.

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 organize, plan, and prioritize workloads, using one's own initiative.

Ability to maintain **strict confidentiality** of client information.

Ability to develop positive working relationships with county and city school districts/staff.

Ability to develop positive rapport with native youth.

Ability to operate general office equipment; telephone, copy machine, FAX, computer, etc. to accomplish assignments in a proficient manner.

Knowledge of basic clerical duties. Ability to operate vehicles safely under all types of weather conditions and traffic situations.

Knowledge of grammar, spelling, capitalization, and punctuation in order to identify and correct obvious errors.

Ability to communicate orally and in writing to diverse groups, including students, parents, teachers, and administrators.

QUALIFICATIONS, EXPERIENCE, EDUCATION

Minimum Qualifications: *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to possess a High School Diploma or Equivalent. *(Must submit copy of diploma or transcripts with application.)*

- **REQUIRED** to have computer experience; emphasis will be in the use of Microsoft Word, Excel and work in a networked environment.
- **REQUIRED** to work an alternate schedule, including weekends and evenings as necessary.
- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be insurable by The Klamath Tribes' vehicle insurance policy. *(Must submit copy of driver license with application.)*
- **REQUIRED** to adhere to The Klamath Tribes Alcohol and Drug Free Workplace policy.
- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.
- **REQUIRED** to accept 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.
- **REQUIRED** to be fully vaccinated for COVID-19 or have approved exemption status before the first day of employment, as per the Klamath Tribes' COVID-19 Mandatory Vaccination Policy. Contact HR for exemption process.

Preferred Qualifications:

- One or more years of positive experience working with Native American students and Native community.
- Experience tutoring in remedial subjects of math, reading, and writing.
- Associate Degree in education or related field, **OR** Certification as an Education Assistant. *(Copy of degree, transcripts, or certification must be submitted with application to be considered.)*

INDIAN PREFERENCE

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

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily 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.

APPLICATION PROCEDURE

Submit The Klamath Tribes *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.

EMPLOYEE ACKNOWLEDGEMENT:	
I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.	
Employee (printed name)	Employee (signature)