

# MOBRIDGE-POLLOCK SCHOOL DISTRICT #62-6

## JOB POSITION DESCRIPTION

**POSITION CLASSIFICATION:** JOM/TITLE VI COORDINATOR

**AVAILABILITY:** August 1<sup>st</sup> through May 31<sup>st</sup> of each school year.

**QUALIFICATIONS:** High School graduate and 1 year of college/vocational experience. Must have knowledge of Native American culture and people. Must possess a willingness to work with teachers, parents, and children. Ability to follow directions and have good managerial skills.

**SALARY:** 100% paid out of Title VI funding source, budget.

**RESPONSIBLE:** Superintendent

**DUTIES:**

1. Work with the professional staff and students in the Mobridge-Pollock School District in the classroom and with individuals and small groups to teach and integrate Native American culture.
2. Work with staff on development/modification of Curriculum to focus and include Native American culture.
3. Manages the Mobridge-Pollock School Title VI and JOM Program Grants. Coordinates overall planning and implementation of all personnel, budgets, implementations and evaluations.
4. Provide for annual meeting of all staff and Advisory Council Members and assists in implementing a needs assessment for identifying educational needs of pre-school age children in the communities.
5. Organizes and oversees the recruitment, screening and admissions of all enrollment of children, teenagers, and parents in the program.
6. Work with the Parent Advisory Council in providing leadership, direction, evaluation, and recommendations to the program.
7. Oversees the development and distribution of a monthly newsletter for all families, parents, organizations, institutions, and agencies involved with child development.
8. Acquaint himself/herself with the policies, rules and regulations of the school board and observe and enforce them.
9. Notify the Principal immediately of any emergency affecting the safety or welfare of students, faculty or staff.
10. Serve on committee when requested by the administration.
11. Respect the dignity of each student as an individual and attempt to gain an adequate understanding of his/her needs, interests, abilities, aptitudes, temperaments and environmental influences, as a basis on which to meet his/her needs, and to treat them with fairness and courtesy.
12. Keep the records and information concerning individual students, confidential and use them only for purposes for which they are accumulated. Coordinator shall not discuss with

anyone or make a record available to anyone other than the student, his/her parents and authorized school personnel, without authorization by the Principal.

13. Strive to help each student develop sound moral, intellectual and spiritual foundations and to develop a personal code of moral and ethical values.
14. Refer to the Principal any student requesting permission to leave the school for any reason.
15. Confer with the Principal concerning unmanageable problems and make suggestions as to disposal of the problem.
16. Participate in the In-Service training programs and assist in planning of such programs.
17. Attend all meetings called by the Principal or Superintendent of schools.
18. Promptly and carefully make out such reports as may be required by the Principals and the Superintendent of schools.
19. Conduct school affairs through recognized channels of the school system and the profession.
20. Maintain an attitude and personal appearance which strengthens public respect for the teaching profession and for Public Schools.