

JOB DESCRIPTION

POSITION: 21ST CENTURY PROGRAM COORDINATOR

LOCATION: LAC COURTE OREILLES OJIBWE SCHOOL

SALARY: Commensurate with education and experience. 20 hrs./wk.

DURATION: 46 Weeks, beginning August 25,2025

RESPONSIBILITIES:

- Directly responsible to the School Superintendent.
- Is on-site during active program hours 11:00 a.m. to 6:00 p.m. M-TH, with additional responsibilities for special events.
- Effectively run a school-based after school program at Lac Courte Oreilles Ojibwe School for students K-12th grade, ensuring a quality educational experience for all participants
- Recruit, train and manage part-time staff, including their formal evaluations and assess their needs for on-going professional development, in addition to recruiting community members as instructors.
- Develop and maintain a strong relationship with the school Administrator, and other staff, including the LCO School Board, students and parents of enrolled participants. Assisting in school cultural and community events.
- Coordinate the program with the LCO 21st CCLC Community Partners.
- Develop and implement systems for family involvement as outlined in the grant.
- Determine on-going needs/interests of students, parents and school staff and review and revise programs to meet emerging needs/interests. Includes preparation for and support of informal and formal evaluation of program effectiveness with a minimum of 5 hours per month of data review with staff.
- Work with the K-12 staff to develop engaging, developmentally appropriate educational enrichment curriculum which expands and supports students learning experiences beyond the classroom
- Compiles data and tracks students for program assessment/evaluation and reporting to the Bureau of Indian Education
- Creates opportunities to publicize the 21st CCLC at school events as well as events in the broader community. Prepares and gives presentations as needed to showcase students' work for parents, teachers and other community members
- Develop strong relationships with other youth development organizations, community agencies, and higher education agencies in the area
- Attends staff meetings, monthly PAC, and School Board Meetings.
- **Specific Program Duties**
- Scheduling
 - Budget program hours per month
 - Recruit staff to teach after school
 - Secure substitute teachers
 - Develop course offerings for entry in NASIS
 - Create student schedules for input into NASIS
 - Schedule one Super Saturday activity each month

- Keep a cuff account of staff hours used
- Review and sign time cards
- Schedule staff development
- Budget
 - Develop a yearly budget
 - Sign and submit purchase orders
 - Keep a cuff account of expenditures
 - Get monthly budget reconciliations from accounting department
 - Keep a property management inventory of durable goods and resources purchased by 21st CCLC Funds
- Data Gathering
 - Maintain 21st CCLC Data for a yearly program audit.
 - Take daily attendance NASIS
 - Student focus groups and surveys twice per year
 - Parent surveys annually
 - Staff Lesson Plans and Student RtI Plans
 - Tutor and Homework notes monthly
 - Teacher surveys 2X yearly
 - Student Grades weekly from NASIS
 - Reading and Math achievement – NWEA in FSW & AIMS Web scores at least bi-monthly, standardized scores each year
 - Chart progress towards yearly goals
 - Maintain individual student files
- Reports
 - Monthly Calendar of Program activities
 - Monthly progress reports to school principal
 - Directors Schedule report quarterly
 - Quarterly Performance Internal Reports to staff, board, community
 - Annual Performance Report BIE and the U.S. Department of Education
 - Prepare school board reports
 - Prepare reports for stakeholders
 - Quarterly report to parents/newsletter
 - Prepare yearly Smart Goals with leadership team and carry out improvements
 - Work on program improvements developed internally by 21st CCLC staff
 - Develop yearly goals and submit to BIE for approval
 - Develop and implement a Program Sustainability Plan and submit to BIE
- Other Duties
 - Responsible for dealing with and reporting on accidents and injuries
 - Develop research based curriculum resources for student enrichment
 - Conduct a coordinator's walk through evaluation of each course offering 2X yearly
 - Maintain an inventory list
 - Manage student and staff incentives
 - Publicize the program in print, social media and via radio

After School Program Goals:

- Provide a safe after school environment for students K-12 that is fun and conducive to learning
- Effectively attract and retain students
- Reinforce school day learning through effective homework and tutoring services
- Provide challenging academic enrichment that extends school day learning in a meaningful, fun context
- Improve literacy and math skills
- Provide opportunities for youth development (socialization, maturation) through a wide range of activities in culture, arts, technology, athletics, and more...
- Improve communication among staff, students, teachers, parents, and community members
- Increase community awareness of the program
- Assist in removing barriers to learning
- Recruit community members to share their knowledge of the Ojibwe Culture and its unique history
- Serve as an example of and resource for excellent after school programming locally and Bureau-wide
- Demonstrate program effectiveness
- QUALIFICATIONS:
- Previous experience in an educational environment required, preference for applicants with grant experience.
- Clear background checks and history indicating fitness to work with children required
- Minimum BS/BA Degree required/ Teaching credentials or bachelor's degree in teaching required and prefer at least 2 years' experience in an academic/recreation setting with children at risk of academic failure
- Must be willing to learn and implement new strategies to inspire students to be positive, thoughtful, and motivated to work hard and take risks
- The ability to inspire positive teamwork, initiate and follow through with minimal supervision, work under pressure, adapt to changing priorities, and balance competing deadlines a must
- Ability to work in many different environments and communicate with people from diverse backgrounds (ethnic, socio-economic, educational, professional, generational)
- Excellent writing and communication skills
- Proven management, organizational, and leadership skills, plus the ability to initiate and follow through on ideas as projects
- A strong sense of purpose and vision for expanding educational opportunities for youth
- Must be supportive of the philosophy, mission, concept, policies and procedures of the Lac Courte Oreilles Ojibwe School.
- Native American member preference in employment.