



Job Title: PROGRAM COORDINATOR

Department /Office: Department of Education
Reports to Whom (title): Director, Department of Education
Salary /Hourly Range: 35
Job Classification Code: 9410
Level of Background Check: 1B
FLSA Status: NON-EXEMPT; Full-time, Part-time
Driving Required: Yes, As Required
Revised: 09/23/2014

JOB DESCRIPTION:

This position is responsible for the administration, planning, and coordinating the Hopiikwa Tutuqaynayani Teacher Preparation Program. The incumbent performs duties of considerable difficulty and complexity requiring knowledge and skill in grant writing, fiscal management, recruitment, mentoring and applicable tribal, state and federal policies & procedures.

SCOPE:

The Program Coordinator manages field-based grant-funded projects, confers with and advises staff, students, and others to provide technical advice, problem solving assistance, answers to questions and program goals and policy interpretations, refers to appropriate department person when unable to respond, coordinates activities of program with interrelated activities of other programs, departments, or staff to ensure optimum efficiency and compliance with appropriate policies, procedures, and specifications, manages accounting for the project, prepares periodic reports, financial statements, and records on program activities, progress, or other special reports.

KEY DUTIES AND RESPONSIBILITIES:

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Responsible for overseeing daily program operations and activities; develops program work plans, goals & objectives in accordance with grant requirements; develops and implements evaluation tools to measure program effectiveness; coordinates program activities/services with other programs/offices to ensure optimum efficiency of program services.
2. Prepares and submits required funding proposals, reports, budgets and budget amendments/modifications; maintains an account system to monitor & track expenditures; posts transactions each time expenditures are processed; and provides account balances to the supervisor for review when requested.
3. Recruits participants, members and volunteers; accepts and reviews participant application to determine acceptance into the program; develops informational brochures/flyers and conducts public presentations to promote the program; and facilitates meetings and/or workshops.
4. Serves as a liaison between students, faculty, staff, and outside community agencies; provides technical advisement and support; works closely with local teachers to serve as mentors; and conducts observations and provides support to 1st year teachers.
5. Develops and facilitates workshops, meetings, or conferences; coordinates logistics, scheduling and participant communication.
6. Performs other duties as assigned or authorized by the supervisor to achieve program goals and objectives.

SUPERVISION RECEIVED:

The incumbent is under general supervision and line authority of the Education Director. The incumbent and supervisor, in consultation, define the assignments, objectives, priorities, and deadlines and assist the incumbent with unusual situations. The incumbent plans and carries out the work assignments in accordance with instruction, policies, previous training or accepted policies in the occupation. Completed work is evaluated for technical soundness, appropriateness and conformity to policy and requirements.

PERSONAL CONTACTS:

Contacts are with employees within/outside the immediate work area, students, parents, representatives/staff of educational institutions and the general public. The purpose of these contacts is to exchange factual information, provide assistance/advisement, coordinate work efforts and establish a network of resources.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:

The work is sedentary and performed in a standard office environment requiring normal safety precautions typical of office/meeting rooms and working around office machines/equipment. Work hours may extend beyond the normal eight (8) hours daily schedule. Travel on and off the reservation is required.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

A. Education : Bachelor's Degree in Education or closely related field;

AND

B. Experience : Three (3) years progressively responsible administrative and coordination experience preferably in an educational services area;

OR

C. Any equivalent combination of Education, Training, Experience, which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities:

A. Knowledge:

- Knowledge of the tribal budgeting and accounting principles, organizational practices and teacher education practices
- Knowledge of concepts, principles, methods and techniques of administering and management of federal grants and programs
- Knowledge and respect for the socio-economic environment, culture and traditions of the Hopi Reservation

B. Skills:

- Excellent verbal and written communication skills to prepare correspondence, reports and conduct public presentations/workshops
- Skill in interpreting grant policies
- Excellent human and public relations skills
- Excellent organizational skills

C. Abilities:

- Ability to work in an advisement capacity with college students
- Ability to determine objectives; plan and organize work according to objectives, priorities, and deadlines
- Ability to establish and maintain positive professional working relationships with others

NECESSARY SPECIAL REQUIREMENTS:

1. Possess valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving Course.
2. No felony convictions or two misdemeanors.

NECESSARY SPECIAL REQUIREMENTS:

1. Posses valid Arizona Teacher's Certificate.