

COMMUNITY LIAISON SPECIALIST - INDIAN EDUCATION

DEFINITION

Under general supervision, identifies students eligible to receive services under the ESEA Title IX Indian Education Program in accordance with eligibility guidelines; establishes communication with families of participating students; distributes information regarding the program to the community, school and participants; and performs related work as required.

LICENSE REQUIRED

Some positions may require possession of a valid and appropriate California driver's license.

EXAMPLES OF DUTIES

Identifies students of American Indian heritage within the community, determining eligibility for participation in program according to existing guidelines. *E*

Schedules, prepares, and presents cultural programs and workshops on Indian culture, crafts, and others for parents, students, and community. *E*

Gathers statistics and assists with ESEA Title IX evaluations, surveys, and reports as required. *E*

Provides assistance to the school in recognizing and understanding pupils' backgrounds through direct contact with parents. *E*

Seeks methods to combat American Indian student drop-out rates. *E*

Reviews publications, films, and artifacts making recommendations of purchase by Indian Education Program. *E*

Assists parents in understanding school standards and pupils' conduct, attendance, achievements, cooperation, and problems. *E*

Assists students and parents in tracing their American Indian heritage. *E*

Selects, trains, and directs student workers for the program. *E*

Acts as liaison to the American Indian community and to other Title IX projects in area. *E*

Maintains current roster and files on all Indian Education Program students. *E*

Promotes parent and community participation in advisory committees and community activities. *E*

EXAMPLES OF DUTIES: (cont.)

Arranges for, assists with, and directs field trips. *E*

Researches, contacts and arranges for consultants for the program. *E*

Advises and assists students with scholarship applications; secures scholarship funds for school. *E*

Attends in-service seminars. *E*

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. American Indian culture, heritage, and tribes;
2. Local American Indian community;
3. Modern office equipment and procedures;
4. English usage, spelling, grammar, and punctuation;
5. Record keeping; and
6. General principles of training and providing direction.

Ability to:

1. Use initiative in identifying eligible students, recognizing students' academic and social needs, and developing techniques and materials to meet such needs;
2. Recognize, understand, and relate to the needs of the American Indian community;
3. Learn pertinent procedures and functions quickly and apply them without immediate supervision;
4. Determine and retain privileged communications;
5. Organize and conduct community meetings;
6. Operate a typewriter and computer;
7. Deal with the public by telephone and personal contact;
8. Maintain accurate records;
9. Supervise the work of others;
10. Operate a vehicle observing legal and defensive driving practices;
11. Establish and maintain effective relationships with those contacted in the course of work; and
12. Maintain work pace appropriate to given workload.

EDUCATION

Individuals possessing the knowledge, skills, and abilities listed above are considered to possess the necessary education.

EXPERIENCE

Experience working with students, adults, and service organizations.

WORKING CONDITIONS

Environment:

Indoor work environment; subject to driving a vehicle to conduct work.

Physical Abilities:

Hearing and speaking to exchange information and make presentations; sitting for extended periods of time; and seeing to observe students and to drive.

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7/94