

## **Indian Education Demonstration Grant Project**

### **Job Title: Native Youth Community Project - Vocational Education Advisor (Grades 7-12)**

Reports to: Project Director

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#### **General Duties:**

1. Is an experienced and trusted person who communicates with Native American parents and students, staff, etc. in person, by telephone or letter for the purpose of providing information on a variety of attendance issues and meeting district and state absence notification requirements.
2. Ensures accuracy of attendance records and maintains monthly attendance data reported to the Indian Education Department.
3. Maintains a variety of attendance records, schedules, and files (manual and computer) (e.g. contact and telephone logs, student attendance, school calendar of events, etc.) for the purpose of providing reliable information in compliance with district policies and for NYCP annual reports.
4. Prepares a variety of reports and written materials (e.g. passes, standardized and special attendance report, letters to parents, etc.) for the purpose of conveying information regarding school and/or NYCP activities and procedures.
5. Process documents and materials (e.g. attendance records, student placement, disciplinary and/or suspension notices, etc.) for the purpose of disseminating information to appropriate parties.
6. Respond to inquiries from a variety of individuals (e.g. staff, parents, probation officers, SRO, other schools, and/or students, etc.) for the purpose of providing information and/or directions as may be required.

#### **Specific Duties:**

1. Will assist middle school teacher(s) monitor student progress and make academic interventions early. The Advisor must be academically proficient in English, Speech/Communication, and Reading. Computer technology skills will be used for online advanced coursework or credit recovery courses.
2. Will assist teaching students vocational educational knowledge/opportunities for training and the skills needed to enter the world of work.
3. Will apply computer technology skills and provide supplemental help to the College and Career Readiness Teacher, School Counselor, Principal, and Project Director. All work assignments are provided by the NYCP Director.

#### **Qualifications:**

1. Two (2) years successful college experience and school experience or internship working with elementary or secondary students.
2. Must have strong communication skills (verbal/written) , computer technology skills, as demonstrated on a resume or job application.
3. Must complete a background check.

#### **Work Schedule:**

6 hours per day / Monday - Friday

9:30 a.m - 3:30 p.m.

30 hours per week

6 hours per day X \$14.02 per hour = \$84.12 per day

\$84.12 X 180 days (includes 7 paid holidays) = \$15,141.60 Annual