



TITLE VI PROGRAM COORDINATOR

Classification: Professional-Technical Level I

Location: District Office

Reports to: Director of Categorical Programs

FLSA Status: Non-Exempt

Employee Group: Professional-Technical

This job description does not constitute an employment agreement between the district and the employee and is subject to change as the district's needs and job requirements change.

Part I: Position Summary

This position supports the Title VI grant program. It will oversee and ensure compliance related to Title VI and Title III extended learning opportunities to support Native American and Alaskan Native students and families.

Part II: Supervision and Controls over the Work

Serves under the guidance and supervision of the director of categorical programs, who provides program direction and assigns specific responsibilities and projects. Work is performed with relative independence, with the expectation that situations and needs will be properly assessed and analyzed, and appropriate adjustments and implementation will be supported by all. Work is guided by supervisory direction, district policies and procedures, state and federal programs, and reporting requirements.

Part III: Major Duties and Responsibilities

1. Determines student eligibility and facilitates enrollment via 506 forms. Submits completed forms for approval and continuously recruits Native American/Alaska Native students.
2. Monitors the academic progress of Title VI students using district and state data, adjusting the plan of support as needed. Regularly maintains and updates student data.
3. Coordinates services, including progress monitoring, data review, educational opportunities, goal setting, FAFSA/college application assistance, academic tutoring, and connecting students with additional district supports. These coordinated services are provided for verified Title VI students to address their unique cultural, language, and educational needs and ensure they meet state and national academic standards.
4. Ensures the Title VI roster is current in student information systems.
5. Coordinates with the Director of Categorical Programs, Native American/Alaskan Native Parent Advisory Committee (PAC), and Title VI families to plan and facilitate family engagement meetings and enrichment opportunities.
6. Collaborates with stakeholders to plan educational and cultural events for Title VI students and families, ensuring activities are aligned with community needs.
7. Engages in networking with local and regional Native youth organizations to connect students to opportunities and provide a platform for students, family, and community voice in the Title VI program, partnering with local tribes.

8. Facilitates parent committee meetings and provides recommendations for programmatic and operational improvements.
9. Research, locates, and secures grants in coordination with the Director of Categorical Programs to enhance the program's capacity.
10. Assists in writing Indian Education grants and collaborates with the Director of Categorical Programs in the grant writing process.
11. Organizes and conducts professional development sessions for program staff at the elementary, middle, and high school levels using an aligned and consistent work model.
12. Under the direction of the Director of Categorical Programs, ensures district compliance with federal American Indian and Alaska Native Education formula grant program requirements (ESSA Title VI/Title I), including affirmation of consultation with tribal organizations.
13. Maintains and organizes records in accordance with district, state, and federal policies, ensuring compliance with Title VI requirements.
14. Supports the assessment, data gathering, and analysis of Native student populations in the district to increase student success.
15. Supports the implementation of the "Since Time Immemorial: Tribal Sovereignty in Washington State" curriculum.
16. Performs related duties assigned to support the Title VI program and its goals.

Performs other duties as assigned.

Part IV: Minimum Qualifications

1. Must have experience working or interacting successfully with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Associate's degree with a field of study in Public Administration, Communications, Cultural Studies, and/or related fields that provided skills and knowledge appropriate to or supportive of the position, OR experience counseling and/or teaching experience with American Indian students and their families.
3. Comprehensive knowledge of Native American community resources.
4. Experience in successful grant-writing, program planning and development, implementation, budgeting, and assessment.
5. Strong communication, organizational, and problem-solving skills.
6. Knowledge of curriculum development/instructional research, frameworks, and practice.
7. Ability to work independently and assume leadership roles.
8. Demonstrated ability to work in partnership with business and community.
9. Ability to plan and facilitate professional development activities with groups and individuals.
10. Competence in operating a computer and related software; Microsoft Office, etc.



TITLE VI PROGRAM COORDINATOR

11. Demonstrated ability to maintain confidentiality and understand student information privacy rights.

Part V: Desired Qualifications

1. Minimum of three years' work experience in education with Native American/ Alaskan Native/ American Indian students.
2. Possess a bachelor's degree or equivalent in Public Administration, Communications, Cultural Studies, or a degree in education or related fields.
3. Experience in a public school or public employment setting.
4. Advanced technology skills.
5. Familiarity with Washington state Title VI program guidelines and requirements.

Part VI: Physical and Environmental Requirements of the Position

The physical demands and work environment described here are representative of those that an employee must meet to successfully perform the essential functions of this job.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, bend, lift, carry, move about, hear, and speak.

Employees may be required to perform extensive work at a computer display terminal. The employee must occasionally lift and/or move 25 to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.