

POSITION DESCRIPTION

JOB TITLE: JOM COORDINATOR

**WORKSITE: ROBINSON RANCHERIA
EDUCATION DEPARTMENT**

SUPERVISED BY: TRIBAL ADMINISTRATOR

**WAGE: \$ 9.50 HOUR W/ MEDICAL, DENTAL
403B RETIREMENT PLAN**

HOURS: 32 HRS/WK, FLEX SCHEDULE

CLOSING DATE: APPLICATION ACCEPTED UNTIL SEPTEMBER 7, 2004

DUTIES:

1. Coordinates activities in compliance with the standards of the JOM Education Act.
2. Develop strategies for cooperative use of educational activities.
3. Plan, organize, and schedule daily, weekly and monthly activities for students.
4. Provide timely reports to the Tribal Administrator.
5. Take attendance and keep records of student attendance.
6. Evaluate the progress of students.
7. Assists students with cultural awareness, i.e. Local Pomo songs, dance, arts, crafts, history, and music.
8. Assist students with all academic subjects.
9. Assist students K-12 with homework assignments on an after school basis.
10. Serve as staff to the JOM committee.
11. Other related duties as assigned.

REQUIREMENTS:

1. Reading and writing skills equivalent to 12th grade standards.
2. Must be able to work with children of kindergarten age through high school.
3. Valid California drivers license and insurance mandatory.
4. Drug testing mandatory.
5. Background and Fingerprint check.

INDIAN PREFERENCE: Pursuant to Section 7 (B) of the Indian Self-determination and Education Assistance Act (25 U.S.C. 450) applications may claim Tribal Indian preference in employment by submitting proof of eligibility with their application.

Contact: Kenya Anderson, Tribal Administrator at 707- 275-0527.