



Sokaogon Chippewa Community

3051 Sand Lake Road, Crandon, WI 54520

Phone: (715) 478-7500 * Fax: (715) 478-5275



POSITION: Home School Coordinator/Youth Center Assistant
SALARY: Commensurate with Education and Experience
HOURS: Full-time Position

DUTIES AND RESPONSIBILITIES:

- Serve as a liaison between the Sokaogon Chippewa Community and the Crandon Public Schools.
- Serve as a liaison for the parents and students in conferences, meetings, and other school related business.
- Perform home visits with Sokaogon Chippewa Parents/Guardians to discuss academic performance, attendance, and school policies and procedures. Relay back to school the the families concerns and points of view.
- Assist students with personal/school problems and refer students, if necessary, to school professionals (social workers, psychologist, and school counselors)
- Provide cultural information to teachers and staff to help them gain knowledge and understanding of the Sokaogon Chippewa students and the factors which influence their educational performance.
- Meet with the Sokaogon Community Education Director to identify the special needs of Native American children in the Crandon School District and create programs to meet those needs.
- Assist in promoting cultural enrichment programs and activities.
- Compile all necessary data regarding the educational needs of Sokaogon Chippewa students and how programs are meeting those needs.
- Assist in the preparation of grant applications and reports including but not limited to the following: attendance, tardiness, IEP's.
- Assist with tutoring Sokaogon Chippewa students
- Attend WIEA Conferences in the spring and fall.
- Participate in developing Youth Center curriculum, supervising youth, and working on community events.
- Enter student information into the individual student digital files.
- Create, maintain, and mentor the Youth Ambassador Coalition
- Attend the Parent/School Board meetings and share current information with MES.
- Organize and host the Annual Awards Banquet with the SCC Education Director.
- Complete other duties as assigned.

Ga-na-waji Ga-wi-nug Way-ji-mooki-ji-wung Yi-e-we-meing-gun-a-sepii



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QUALIFICATIONS:

- High School or HSED diploma or GED Certification is required. Associate degree in related field preferred.
- Knowledge of the values, culture, and history of the Sokaogon Chippewa Community.
- Excellent verbal, written, and computer skills.
- Possess a valid Wisconsin Driver's License.
- Possess the ability to relate to students, families, and professionals within the school.

NATIVE AMERICAN PREFERENCE IS GRANTED ACCORDING TO PL 93-638

Applications can be picked up at the Sokaogon Chippewa Tribal Office. Submit your completed applications/resume to:

Donna Vodar
Human Resource
3051 Sand Lake Rd.
Crandon, WI 54520

Email: donna.vodar@scc-nsn.gov

Telephone: 715-478-7663

POSTING DATE: July 20, 2021

CLOSING DATE: August 3, 2021

Ga-na-waji Ga-wi-nug Way-ji-mooki-ji-wung Yi-e-we-meing-gun-a-sepii