About NIEA
The National Indian Education Association (NIEA) was founded in 1969, in Minneapolis, MN, by Native educators who were anxious to find solutions to improve the learning systems for Native students. NIEA adheres to the organization’s founding principles: 1) to bring Native educators together to explore ways to improve schools and the schooling of Native students; 2) to promote the maintenance and continued development of Native languages and cultures; and 3) to develop and implement strategies for influencing local, state, and federal policy and policymakers.

At NIEA, work is driven by seven core values.
1. Integrity;
2. Purposeful;
3. Dependable;
4. Respect;
5. Compassion;
6. Generosity; and
7. Service to Others.

These values have been established and aligned with the NIEA Strategic Plan. The values represent the environment staff and partners consider a part of their lives and encompass the work done to meet the mission and vision.

Position Summary
NIEA is seeking a Tribal Communities in Schools Program Coordinator (TCIS) to join our team to surround students with a community of support. This individual will focus on development of the culturally grounded and tribal capacity building facets of our licensed partnership with Communities in Schools. The Program Coordinator will support the implementation of the TCIS model at our TCIS Site Schools. This position will be responsible for providing site coordinators support to include orientation, CIS Model service delivery training, professional development, and data management. The Program Coordinator will provide ongoing support and technical assistance to ensure strong implementation of the model. The Program Coordinator will also collaborate with all local partners invested in student support services and grow potential partnerships for varied community supports
including Native wellness and school improvement. Finally, this person will support the program evaluation processes using CIS’s and NIEA’s monitoring/continuous improvement metrics.

**Essential Duties and Responsibilities**

The essential functions include, but are not limited to the following:

- Demonstrate NIEA core values in every aspect of professional work and relationships.
- Build effective relationships with CIS national leads, district and school partners, and community service providers to support the implementation of a TCIS model with culturally grounded integrated student supports.
- Support the recruitment, screening, and hiring processes for new site coordinators, as needed.
- Orient and train site coordinators in the implementation of the TCIS model which includes opportunities for flexibility to address unique community needs.
- Oversee the completion of all components of the model including development of the school needs assessment and annual site plans.
- Conduct frequent onsite and virtual visits to support the site coordinator(s) and develop/maintain relationships with principals and school staff to strengthen the relationship.
- Provide ongoing technical assistance, support, and professional development to maintain high quality service provision in accordance with TCIS core value language and process and national standards.
- Respond to concerns regarding service delivery from the site coordinator or the school in a timely manner and inform the TCIS Program Manager as necessary.
- Monitor site coordinator data to assess services, ensure model implementation, identify program impact, and share with school staff.
- Run periodic data audits for all site coordinators to ensure model implementation.
- Oversee site coordinator meetings to ensure dissemination of information, collaborative problem solving, and ongoing transparent communication.
- Work closely with TCIS Program Manager and Senior Program Director to meet TCIS organizational goals and scale the model.

**Additional Duties**

- Support the development/maintenance of a strong and supportive internal staff network.
- Represent NIEA and TCIS with a positive and professional image at events and meetings as necessary.
- Support communication and development activities as requested by the Executive Director.
• Travel as needed for TCIS program work, NIEA Annual Convention, and any other destinations as assigned (10-15% travel required).
• Support planning and operations of NIEA’s Annual Convention & Tradeshow and other organizational events as assigned.

Minimum Qualifications (Knowledge, Skills, and Abilities)
• Bachelor’s degree in Education, Social Services, Counseling or a related field and four years of experience, or A.A./High School Diploma and 6 years of experience in the field.
• Relevant experience to include a mix of direct services and program development/program management working with vulnerable children, youth, or families.
• Proficient with data collection processes and using data to inform programmatic decisions (including software applications such as Word, Excel, and others).
• Experience working with Native communities with a strong understanding of the assets and needs.
• Ability to work independently and remotely while managing multiple priorities.
• Combination of excellent analytical skills, time management, and ability to be creative and flexible to help move things forward.
• Comfort with making independent decisions while working well in a collaborative team.
• Strong interpersonal and public speaking skills.
• Must pass criminal background check.
• Must have reliable transportation, a valid driver’s license, and automobile insurance.
• Reside in the state of Oklahoma.

Preferred but Not Required

Physical Demands and Work Environment
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

This position is primarily in an office setting where the employee constantly operates a computer and other office equipment and maintains a functional and safe office space. The employee is regularly required to communicate information and ideas so others will understand, including both verbal and visual communication and presentations. The employee may occasionally need to lift up to 25 pounds and carry it 10-15 feet.
Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.