



# SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources  
11373 Moorage Way  
La Conner, WA 98257  
Phone (360)466-7347 | Fax (360)466-1348

Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy?	Y
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders ?	Y

**JOB TITLE:** Credit Recovery/Completion Specialist

**DEPARTMENT:** Education

## **POSITION SUMMARY:**

Under the direction of the Education Director, the Credit Recovery/Completion Specialist provides direct service to students and also coordination and management of the Swinomish credit retrieval program. The goal of the position is to assist students with credit recovery or completion with end goal of attaining ideal education outcomes. The manager works in coordination with the La Conner School District to develop materials and lesson plans, instruction, and evaluates and assesses student performance. The position meets with parents, interprets student progress, and informs parents/guardians about student strengths, weaknesses, and progress. The position works to develop multi-dimensional teams that may include teachers, Education Student Advocates and manager, attendance specialists, school counselors, ABE manager, students, and parent/guardians to identify best outcomes for each individual student.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Creates and implements goals and objectives that lead to student credit recovery for K-12 Swinomish students;
- Coordinate with the LCHS High counselor to develop and implement individualized programs for students;
- Confronts low student academic school performance and works with student and school to help improve academic outcomes;
- Support and assist Swinomish students with direct service of testing, tutoring resources, and classes;
- Works with Education Director by providing student data to make good data guided decisions for improved program planning;
- Protects the rights and confidentiality of students and staff;
- Recognizes the strengths in diversity and creates a culturally responsive climate;
- Provides a program that is student centered and takes into consideration the academic, safety, wellness, and needs of the whole student;
- Makes school records available for reporting when requested but ensures the privacy of students' records;
- Create and maintain a student tracking system or database of student files;
- Plan and hold meetings for students and their families to assist in academic strategy and progress;

- Makes recommendations to Education Director on any matter which will improve academic excellence for students;
- Monitor, develop, and continuously improve Credit Recovery and Completion policies and procedures, ensuring their inclusivity and responsibilities to students' circumstances;
- Maintain effective communication to keep students seeking credit recovery or completion properly informed of student progress and meet, when necessary, with plans for improvement;
- Planning and managing education programs and projects;
- Ability to relate effectively to students, staff, and administrators required;
- Working as part of a team with diverse groups, motivating staff and adapting to changing work priorities;
- Work effectively with other department directors and staff to achieve Tribal goals;
- Attend various meetings and conferences representing the Tribe;
- Because of the Tribes commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

#### **MINIMUM QUALIFICATIONS**

- Minimum of Bachelor's degree;
- Ability to provide educational support and resources;
- Ability to form and work in teams to support individual or groups of students;
- Ability to reach out to families and communities in effective and supportive ways;
- Excellent oral, listening, and written communication skills;
- Requisite experience with procurement, use, and management of office equipment and computers;
- Ability to work independently, leading, guiding, and coordinating with others;
- Good human relation skills;
- Experience in establishing effective working relationships with diverse groups and individuals.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Understanding and experience in K-12 and ABE Education preferred.
- Experience working with students in education;
- Excellent attendance, time management, and organizational skills;
- Attention to detail and ability to prioritize deadlines;
- Demonstrated knowledge and experience working with computerized databases such as Excel or similar programs;
- Skills in management and supervision along with conflict resolution when needed;
- Experience in administration and oversight of applicable laws, regulations, policies, and procedures;
- Ability to motivate staff to work as a team and complete work projects in a timely fashion;
- Ability to represent the Tribe in a positive and professional manner to other government agencies;
- Ability to maintain a positive attitude and work ethic;
- Ability to prepare and deliver presentations for staff, committees or Council;
- Ability to be a team-player dedicated to excellence and personal integrity;

#### **WORK ENVIRONMENT AND TIME COMMITMENT**

- Work is performed primarily indoors with occasional outside office work as required.
- 40 hours per week
- Work schedule M-Th 8am-6pm

**EMPLOYMENT CONDITIONS**

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of Post-Secondary Scholarship/ABE manager is considered to be an exempt “standard hour” position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extensive criminal background check.

**TRIBAL PREFERENCE**

**Indian Preference in hiring shall apply to Swinomish Indian Tribal Community job opportunities. Employees working with vulnerable populations will be required to submit to drug and alcohol screening as needed.**

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_