

NORTHERN CHEYENNE TRIBAL

SCHOOL JOB ADVERTISEMENT

POSITION: White Buffalo Coordinator

SALARY: DOE

DEPARTMENT: NCTS

ACCOUNTABLE TO: High School Principal

OPENING DATE: July 16, 2018

CLOSING DATE: OPEN UNTIL FILLED

How to Apply: Submit completed NCTS certified application, current Resume', Three (3) letters of recommendation (dated within one year) along with official transcripts to Northern Cheyenne Tribal School, Human Resources, Box 150, Busby Mt. 59016

GENERAL DESCRIPTION

To provide leadership in planning, developing, implementing and evaluating the District's Dropout Prevention. Additionally, will oversee a computer-based program that will offer advanced classes, regular classes.

KEY RESPONSIBILITIES

To supervise the planning and implementation of relevant dropout prevention and retrieval programs.

To provide support and services to Northern Cheyenne Tribal School in dealing with potential school leavers and recommend appropriate Supportive Education.

To prepare all required District and State reports associated with Supportive Education.

To be responsible for administering all of the necessary disciplinary procedures, with the students enrolled in White Buffalo Supportive Education Program with the District's Code of Student Conduct.

To serve on all necessary district wide committees concerning students in White Buffalo Supportive Education Programs.

To promote, elicit and enhance the level of community involvement in the areas pertaining to assistance and understanding of At-Risk Students.

To assist in the procurement and examination of all available technological and instructional resources.

Perform other duties as assigned by the Supervisor.

CREDENTIAL:

4 year degree from accredited school.

PERSONAL QUALITIES:

Appearance, grooming and personality which establish a desirable example for students. Ability to meet School standards for physical and mental health. Above-average recommendations from student teaching supervisors and other professionals who have observed the characteristics, scholastic attainment and classroom performance of the teacher.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

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

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.