

**INDIAN EDUCATION PROGRAM COORDINATOR
DUTIES**

The duties described in the following section will constitute the primary responsibilities of the Indian Education Program Coordinator.

1. Maintain records and reports as directed by the superintendent.
2. Conduct training as needed to orient program staff towards the goals and objectives of the program.
3. Determine, in conjunction with the program staff and other school-related personnel, the specific educational needs of the Indian students.
4. Determine, in conjunction with the parent committee and program staff, those activities that can best meet the objectives stated in the proposal.
5. Assist program staff in obtaining materials needed to conduct educational activities shown in the program proposal.
6. Assume primary responsibility for seeking program consultants should they become necessary.
7. Coordinate program evaluation activities being conducted by the program staff, other school personnel, the parent committee, and Indian student participants.
8. Disseminate information to and receive information from the parent committee and the Indian community.
9. Assume primary responsibility for the development, analysis, and dissemination of program results.
10. Be responsible for the ongoing progress and ultimate results of the educational enrichment program.
11. Be responsible for advising parent committee members of a notice and agenda for any upcoming meeting.