

Mount Baker School District
JOB DESCRIPTION

JOB TITLE: Native Student Success Coordinator
REPORTS TO: Instructional Services Director
UNIT CLASSIFICATION: Non Represented

PRIMARY PURPOSE

The Native Student Success Coordinator is a Tribal Liaison and serves as a bridge between the Mount Baker School District, Native students and families, tribal governments, and community partners. The position supports student success through relationship building, advocacy, cultural connection, family engagement, and coordination of Title VI Indian Education services.

The Coordinator works collaboratively with students, families, school staff, tribal departments, and community organizations to improve educational outcomes and ensure Native students experience a strong sense of belonging, academic success, cultural connection, and preparation for life after graduation. The position also supports the District's government-to-government relationships with tribal nations and assists with compliance related to federal Indian Education programs.

DUTIES AND RESPONSIBILITIES

1. Serve as the primary liaison between the Mount Baker School District, Native students and families, tribal governments, and community partners.
2. Build and maintain collaborative relationships with the Nooksack Indian Tribe and other tribal organizations to support student success and strengthen government-to-government partnerships.
3. Develop positive relationships with Native students and families and provide advocacy, mentoring, and support to address barriers to educational success.
4. Collaborate with and support the Title VI Parent Advisory Committee by facilitating communication, providing program updates, gathering feedback, and ensuring parent voice informs services and activities for Native students.
5. Collaborate with administrators, counselors, teachers, and support staff to coordinate services and interventions that improve student attendance, engagement, behavior, academic achievement, and graduation outcomes.
6. Connect students and families with school, tribal, and community resources that support academic, social-emotional, cultural, health, and postsecondary needs.
7. Promote family engagement by facilitating communication between schools and Native families and supporting participation in district, school, and tribal educational activities.
8. Coordinate and support culturally relevant programs, activities, and events that strengthen Native students' sense of belonging, leadership, cultural identity, and engagement in school, including facilitating student gatherings and supporting Native student organizations and activities.
9. Support leadership development, language and cultural learning opportunities, college and career exploration, scholarship awareness, postsecondary planning, and participation in conferences, field trips, guest speakers, and other enrichment activities for Native students.
10. Support implementation of the District's Title VI Indian Education Program, including student identification, eligibility verification, maintenance of accurate Title VI records, program documentation, and compliance requirements.

11. Maintain accurate records, student participation data, and service documentation; assist with required reports, evaluations, and compliance activities related to federal, state, and district programs.
12. Collaborate with district staff and tribal partners to analyze student data, identify needs, evaluate program effectiveness, and recommend strategies to improve outcomes for Native students.
13. Serve as a resource to district staff regarding Native cultures, histories, educational issues, culturally responsive practices, and strategies that support Native student success.
14. Represent the District at tribal, community, educational, and interagency meetings, events, conferences, and trainings as assigned.
15. Maintain confidentiality and comply with all applicable federal, state, district, and tribal requirements related to student information and program administration.
16. Perform other related duties as assigned.

QUALIFICATIONS

Education and Experience/ Desired Qualifications:

- High school diploma or equivalent required.
- Associate's degree or relevant experience working with Native youth, families, tribes, or community organizations preferred.
- Experience working in a K–12 educational setting preferred.
- Experience supporting Title VI Indian Education programs preferred.
- Bilingual preferred
- Licenses and Requirements
 - Successful Washington State Patrol and FBI fingerprint background clearance.
 - Valid Washington State driver's license.
 - Completion of district-required training requirements.

Knowledge, Skills and Abilities:

Knowledge of:

- Native American cultures, histories, traditions, and contemporary issues.
- Educational issues impacting Native students and families.
- Title VI Indian Education programs and requirements preferred.
- Basic computer applications, including email, word processing, and student information systems.

Skill in:

- Building positive relationships with students, families, tribal partners, and community organizations.
- Effective oral and written communication.
- Organizing work, maintaining records, and managing multiple priorities.
- Collaborating with diverse groups and agencies.

Ability to:

- Advocate for Native students and families.
- Maintain confidentiality and exercise sound judgment.
- Work independently and as part of a team.
- Communicate effectively with students, families, staff, tribal representatives, and community members.
- Analyze information and maintain accurate records and reports.
- Establish and maintain effective working relationships.
- Remain flexible and responsive to student and family needs.

WORKING CONDITIONS

The employee works in school, office, community, and tribal settings. The position requires regular travel between district locations and occasional attendance at evening or community events. The employee must be able to communicate effectively, operate standard office equipment, and occasionally lift or carry materials weighing up to 25 pounds.

PHYSICAL REQUIREMENTS *(i.e., sitting, standing, lifting, carrying, walking, and fine motor skills. Also cognitive demands like visual and perceptual skills, attention, and memory):*

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 essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is frequently required to stand and stoop, kneel, crouch or crawl and climb stairs. The employee must regularly lift and/or move up to 15 pounds and occasionally up to 25 pounds. Specific vision abilities required by this job include close vision.

Contract:

Affiliation: Non-Represented

Work Year: 195 Days + 10 Paid Holidays

Work Pay and Schedule: \$35.50/Hour; 6 Hours per Day