



SECTION I: GENERAL INFORMATION

Position Title: NCIC Achievement and Integration Coordinator	Department: Community Education
Immediate Supervisor's Position Title: Community Education Director	FLSA Status: Exempt
Job Summary: Nobles County Integration Collaborative is looking to hire an Achievement and Integration Coordinator who will be responsible for program coordination and direct service duties related to the work of Nobles County Integration Collaborative. The coordinator implements programs designed to promote cultural integration and student academic success within six member school districts.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Work with Joint Powers Board and Equity Council to implement programs that promote racial/cultural integration and student achievement in six member school districts
- Align NCIC's work with state legislation; prepare and submit state reports
- Communicate with member districts' administrators and staff to promote cultural integration, equity and academic success in member districts
- Coordinate and promote NCIC programs
- Coordinator, plan and present cultural competency professional development opportunities for school personnel in member districts and occasionally for other groups.
- Supervise NCIC staff members including approving hours and completing performance reviews
- Manage finances according to the Achievement and Integration plan and budget guidelines
- Gather and analyze program data to evaluate program effectiveness and plan future work
- Other duties as assigned

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (choose one)				DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma			- Associate's degree is required. - Bachelor's degree is preferred.	
	High school diploma or GED.			Major field of study or degree emphasis: - Education, sociology, social work, social justice, business, youth development or related field. - Teaching License Preferred.	
	1 year college	X	2 years college		
	3 years college	X	4 years college		
	1st year graduate level			Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:	
	2nd year graduate level				
	Doctorate level				

Required Work Experience in Addition to Formal Education/Training:

- Professional or life experience related to cultural integration
- Prior experience working in education, equity, social justice, or a related field
- Experience with program and financial management
- Public speaking or teaching experience

LICENSE/ CERTIFICATION

Identify licenses/certification required upon hiring:

- A valid driver's license or comparable mobility.

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK

Skilled in:

- Strong oral and written communication skills
- Self-motivation; able to deal effectively with multiple tasks and competing deadlines
- Ability to collaborate with other organizations
- Leadership and supervisory skills
- Ability to effectively use computers, and other office equipment
- Public speaking or group facilitation skills
- Bilingual/Multilingual skills preferred

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
	Cultural Liaison	2
	Youth Development Leaders	4
	Program Facilitators (Varies)	4
TOTAL		10

INDIRECT SUPERVISION:		
	Number of employees indirectly supervised: Interventionists	Total: 8
HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted</i>		Unusual or hazardous working conditions related to performance of duties:

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			x	
Walk			x	
Sit		x		
Use hands dexterously (use fingers to handle, feel)		x		
Reach with hands and arms		x		
Climb or balance		x		
Stoop/kneel/crouch or crawl		x		
Talk or hear			x	
Taste or smell		x		
Physical (Lift & carry): up to 10 pounds				x
up to 25 pounds			x	
up to 50 pounds		x		
up to 75 pounds		x		
up to 100 pounds	x			
more than 100 pounds	x			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities
Physical requirements associated with the position can be best summarized as follows: Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects in the performance of the job.

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.