



Native American Youth and Family Center

5135 NE Columbia Blvd, Portland, OR 97218 | p 503.288.8177 | f 503.288.1260 | nayapdx.org

The Mission of NAYA Family Center is “...to enhance the diverse strengths of our youth and families in partnership with the community through cultural identity and education”.

Position Description

Position:	Many Nations Academy – Student Support Coach/Tutor
Department/Program:	Many Nations Academy Department (MNA)
Compensation:	Starts at \$18/hour or commensurate with experience
Benefits:	Many Nations Academy employees accrue paid Sick Leave at a rate of 4 hours per (semi-monthly) pay period (excluding pay periods that do not include actual working days; refer to the applicable school year calendar for more information). NAYA recognizes 12 paid holidays per calendar year. NAYA also provides medical, dental, and vision insurance, a Flexible Spending Account, Life Insurance, and a 401K retirement plan.
Employment Status:	Regular, Full-Time, Non-Exempt
Hours:	General working hours are 8:30am – 4:30pm; flexible work schedule available upon approval; evenings and occasional weekends, as assigned.
Supervision:	No supervisory requirements
Reports To:	MNA Principal
Job Location:	Portland, OR
Created/Revised:	September 2020

Position Description:

The Many Nations Academy (MNA) Student Support Coach (SSC) will play integral role in supporting the delivery of academic supports needed for academic and personal success. These supports will comprise of tutoring, collaboration, family engagement strategies, mentoring and coaching. The MNA Student Support Coach will provide weekly reports directly to the MNA administration. The Student Support Coach functions in accordance with the established NAYA Family Center policies, rules, regulations and the performance standards and goals established for the position. The MNA Student Support Coach works with individuals and in groups to accomplish the objectives of the program in a school that offers students and their families a supportive, culturally responsive learning environment and the opportunity for increased high school and college achievement.

Essential Functions:

- Support of MNA students, including:
 - Providing instruction, organization, and management in the classroom which fosters academic skill development, expands student knowledge, and develops students’ ability to reason.
 - Providing instruction to students at appropriate levels in the subject matter(s) for which the SSC is assigned in the locations and at the times designated.
 - Creating educational experiences that provide each student the opportunity to develop his/her potential in the areas of personal-social adjustment, decision-making, positive self-image and other life skills.

Essential Functions, Continued:

- Following pre-established curriculum programs, developing lesson plans, creating instructional materials, and establishing performance goals in accordance with methods prescribed by department leadership.
- Establish positive and productive relationships through flexible collaboration with administrators, teachers, students, families, and other wellness providers.
- Closely track individual student academic progress, through communication and analytics, to ensure class attendance and academic progress of identified, high-risk students.
- Provide students and families with strategies on successful study habits needed to maintain academic success.
- Provide reports summarizing meetings with assigned students and inform MNA instructional team of any concerns as it pertains to student academic performance and/or wellbeing.
- Serve as positive and professional role model.
- Using and maintaining information systems (such as online databases) to track progress on school performance objectives and academic excellence indicators.

Additional Duties:

- Other duties as assigned by the MNA Principal
- Additional MNA SSC Duties:
 - Contributing to the growth and development of the Many Nations Academy’s mission, vision, and values.
 - Assisting in the design and implementation of staff development efforts.
 - Integrating new educationally sound research-based practices into the educational program.
 - Understand and adhere to confidentiality
 - Coordinate wraparound services effectively with other NAYA Family Center programs and staff
 - Participate in trainings and/or meetings to ensure program outcomes are achieved
 - Represent NAYA with the utmost professionalism at community events and other public relations opportunities
 - Work as an active member of departmental team
 - Participate actively in cross-departmental team projects
 - Contribute to fostering a safe and secure environment for community members and staff

Qualifications:

Education & Training:

- Bachelor’s Degree in Education and/or teaching content area required
- Master’s Degree in Teaching, Education and/or teaching content area preferred
- Knowledge and understanding of the local educational system and environment, including the elements necessary for student success
- Knowledge of Native American history, an understanding of the diversity of the local American Indian/Alaskan Native community and issues surrounding the Urban Indian experience required

Experience:

- Experience working within diverse populations (specifically with the urban and reservation Native American population, including working within a tribe, board, or other organization) strongly preferred
- Experience working with college personnel and programs preferred
- Demonstrated professional record of improving student achievement
- Demonstrated ability in project management (planning, organizing, prioritizing work and follow-through)

Skills:

- Ability to stay composed and exercise good judgment in stressful situations, such as dealing with distressed and/or demanding students
- Ability to connect with students in a manner that successfully motivates them to achieve better outcomes

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- Ability to consistently apply sound decision-making procedures and a thorough analysis of the situation when solving problems
- Ability to be extremely flexible when managing changing priorities and schedules, without compromising quality of outcomes, ability to complete tasks, or uphold commitments
- Ability to meet multiple, sometimes conflicting deadlines or workload demands by applying strong organizational systems and efficiently managing time
- Ability to collaborate with others as an active and productive team member (including staff members, community volunteers, and students)
- Ability to deal with different people and situations appropriately, including effective communication with people from diverse backgrounds
- Exceptional written communication skills, including preparing publications that are error-free, and applying highest standards of integrity to document composition
- Exceptional verbal communication skills, including persuasive oral communication, leading public presentations, and engaging in active listening
- Proficient computer skills including:
 - Web-based research
 - Word Processing
 - MS Excel
 - Database use
 - Email

Work Environment: 90% office/classroom/home/remotely, 10% outside office including travel time. Much of the position will happen through telework (video conferencing and telephone) during the COVID-19 crisis.

Physical Requirements:

- The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell.
- The employee may be required to sit for extended periods of time.
- The employee must occasionally lift and/or move up to 30 pounds.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Equipment Used: Computer, phone, fax, copy machine.

Safety Considerations: Some travel may be required.

Other Requirements:

1. Valid Oregon or Washington State Driver License or must be able to obtain one upon hire (must be eligible to be an insured driver under NAYA Family Center's liability insurance policy)
2. Successful completion of a background investigation (including a fingerprint criminal history check; see https://www.pps.net/cms/lib/OR01913224/Centricity/Domain/60/Forms%20-%20Fingerprinting/Disqualifying_Convictions_2015.pdf for more information) for more information)

Application forms and additional information about employment at NAYA Family Center can be found at <http://www.nayapdx.org/about/jobs>.

Application Deadline: Open until filled

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Coach/Tutor**

Attention: Incomplete applications will not be considered. Electronically submitted applications are preferred. Due to the sheer number applicants, only those applicants selected for an interview will be contacted. Please respect our no phone calls policy. This job description does not constitute an employment agreement and is subject to change by the employer due to changes in grants and funding sources.

Please send application materials to:

Attn: Human Resources
Native American Youth and Family Center
5135 NE Columbia Boulevard
Portland, OR 97218
Fax: (503) 288-1260
E-mail: hr@nayapdx.org