



Turtle Mountain Community College

10145 BIA Road 7
P.O Box 340
Belcourt, ND 58316
Phone 701-477-7862
Fax 701-477-7892
www.tm.edu

Project SHELL Coordinator

Position Title: Project SHELL Coordinator
Contract Term: 12-month position
Accountable To: Project SHELL Director
Salary: \$37,001 - \$40,172

Summary of Program: Project SHELL (Strengthening Higher Expectations for Learning and Leadership) is a Native Youth Community Project grant. Project SHELL is specifically designed to strengthen 8th-grade students' abilities and confidence to attain the highest levels of learning and leadership. The program accomplishes this through project activities coordinated with school administrators and staff to meet student and parent needs.

Summary of Position: This position will provide coordination of all project activities and assist the Director. Must be able to work a flexible schedule. Position requires the ability to communicate effectively, have excellent organizational skills and provide leadership.

JOB CHARACTERISTICS:

Personal Contacts: This position requires regular contact with the Project SHELL Director, faculty, co-workers, and students. Deals tactfully and courteously with all encountered.

Supervision Received: Project SHELL Director on a regular basis.

Essential Functions: Position requires the ability to communicate effectively, have excellent organizational skills and provide leadership.

RESPONSIBILITIES:

- Plan, organize and coordinate project services for students.
- Plan, organize and coordinate schedules for school site activities, career academics, and summer camp.
- Encourage team relationships between student/parents, project staff, schools, and the community.
- Establish and maintain relationships with school staff.
- Provide training and ongoing support for Learning Assistants and all contracted staff.
- Regularly visit schools to verify grades, participation and student progress.
- Lead the development of strategies to enhance the educational development of students.
- Coordinate meetings with appropriate faculty as needed.
- Coordinate assessments and student progress activities as needed.
- Assist in preparing reports as required for the college and funding agency.
- Participate in community events and workshops.
- Establish and monitor record keeping systems necessary to document the activities of the project while maintaining confidentiality.
- Maintain student and parent contact to ensure project success.
- Coordinate delivery of services with the college and target schools.



Turtle Mountain Community College

10145 BIA Road 7
P.O. Box 340
Belcourt, ND 58316
Phone 701-477-7862
Fax 701-477-7892
www.tm.edu

Project SHELL Coordinator

- Analyze data gathered for reporting.
- Regularly travel to school sites to monitor student and project process.
- Attend scheduled school events as necessary; may include work hours after 4pm and on weekends.
- Attend all scheduled college functions and meetings as required.
- Participates in recruitment and outreach activities.
- Duties occasionally require exposure to travel and exposure to training sites that can impose a risk of injury.
- Serve on college committees as appointed.
- Other duties as assigned.

JOB REQUIREMENTS:

Knowledge:

- Knowledge of federal, state and tribal laws regarding students, records, privacy and admissions.
- Knowledge of TMCC policy and procedure and mission statement.

Skills:

- Occasionally require long periods of sitting and working on the computer and other office paperwork.
- Infrequently lifting and carrying up to 20lbs.

Abilities:

- Ability to be organized; reliable; logical and rational under pressure; highly accurate in the maintenance of records; meet and assist the public; maintain a high level of confidentiality; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships. Able to work in a fast-paced and deadline-driven work environment.
- Fosters mutually beneficial relationships with outside agencies, partner programs, and training institutions.
- Observes work hours and demonstrates punctuality.
- Perform other duties as assigned by supervisor.

EDUCATION AND EXPERIENCE:

Minimum Qualifications:

- Associate Degree required.
- Three years' experience in an education classroom setting required.
- Willingness and ability to work flexible hours to accommodate the needs of the program.
- Experience working in jobs that require interaction with people is required.
- Must be team oriented, yet possess the ability to work independently.
- Communicates effectively orally and in writing.

Preferred Qualifications:

- Bachelor's degree in Education or related field.