



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: \$34,980 - \$37,979

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 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.
- Analyze data gathered for reporting.
- **Regularly travel to school sites to monitor student and project process.**
- Attend all scheduled college functions and meetings as required.



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- Duties will 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 by the Director or College Administration.

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:

- Position will 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 maintenance of records; meet and assist the public; maintain 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:

- Associates Degree required.
- Three years' experience in an education classroom setting required.
- Demonstrated experience in supervisor and/or leadership role with successful outcomes.
- Current ND driver's license.
- Willingness and ability to work flexible hours to accommodate the needs of the program.
- Experience working in job(s) 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.