

KICKAPOO TRIBE OF OKLAHOMA



NOTICE OF VACANCY

EMPLOYMENT: Johnson O'Malley Coordinator

DEPARTMENT: Education

STATUS: Full-Time

DEADLINE: July 18, 2011

JOB DESCRIPTION:

The Kickapoo Tribe of Oklahoma is seeking one (1) Johnson O'Malley Coordinator. The JOM Coordinator will arrange and administer the activities of Jones and McLoud Public School JOM students.

The duties of the JOM Coordinator include, but are not limited to: identifying all JOM students in grades K-12 and assure appropriate documents are on file for each student. Prepare program reports as needed. Arrange tutoring for students as recommended by school officials (Coordinator will tutor when necessary). Maintain inventory and arrange for distribution of school supplies. Arrange, and attend JOM parent committee meetings; and provide clerical support as needed by committee. Other duties as assigned

MINIMUM REQUIREMENTS:

- (1) **Education:** Associate Degree in Education or relevant field preferred; or High School Diploma with experience working with youth & families.
- (2) **Skills:** All applicants must have excellent clerical and computer skills with emphasis on Office software, ability to coordinate schedules and have excellent communication skills, both written and oral.
- (1) **Requirements:** Must possess documents that establish both identity and Employment Eligibility, must have a valid Oklahoma Drivers License, pass a drug screening test, and complete and OSBI background investigation. English language and Kickapoo language is a plus.

If you are interested in the position above, please submit resume and application to:

Kickapoo Tribe of Oklahoma
Attn: Human Resource
P.O. Box 70
McLoud, OK 74851

or fax to: (405) 964-7046

Kickapoo Tribal Members and Indian preference in filling this vacancy is given to qualified candidates, in accordance with Title 25, U.S. code Section 472 and 473. Kickapoo Tribe of Oklahoma is an Equal Opportunity Employer.