



FORT PECK

COMMUNITY COLLEGE

Job Title:	School District Chante Program Coordinator	Position Type:	Full Time
Location:	Frazer	Date Closing:	1/22/19
Fax or E-mail resume to: (406) 768-6301 or ksears@fpcc.edu <i>An Equal Opportunity Employer</i>	Mail: Kylee Sears, HR Manager Fort Peck Community College P.O. Box 398 Poplar, Montana 59255 768-6315	Submit the following for employment: <ol style="list-style-type: none"> 1. Letter of Interest 2. FPCC Application 3. Resume' 4. College Transcripts 5. 3 Letters of Reference 	

Job Description

Job Purpose:

The Chanté Project is a four-year demonstration grant from the US Department of Education that will work in all four high schools on Fort Peck Reservation, and their partner middle schools, to develop strong college and career pathways for all students. Both cognitive and non-cognitive skill development are a focus of the program through: tutoring in core subject areas, career mapping, professional and college tours, mentorship, and after school and summer learning activities.

Duties:

- Working with middle and high school staff to preform uniform career assessments with all students.
- Collaborating with local professionals to provide students with hands on exposure to the workforce.
- Collaborating with FPCC to host FAFSA nights, college application week activities, and career fairs.
- Recruiting parents to an advisory committee.
- Hosting monthly advisory committee meetings.
- One on one life-plan oriented student coaching.
- Accurate and timely records of all activities and students served.
- Occasional evening hours.
- Occasional in class presentations.

Educational Qualifications:

- Bachelors degree preferred, excellent organizational and communication skills, and at least three years of direct work with students.

~All new applicants are subject to a Pre-Employment Drug Screening & Background Check~