



FORT PECK

COMMUNITY COLLEGE

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| Job Title: | School District Chanté Program Coordinator | Position Type: | Full Time |
| Location: | Poplar | Date Closing: | Until Filled |
| Fax or E-mail resume: (406) 768-6301 or ksears@fpcc.edu <p style="text-align: center;"><i>An Equal Opportunity Employer</i></p> | Mail: Kylee Sears, HR Manager Fort Peck Community College P.O. Box 398 Poplar, Montana 59255 768-6315 | Submit for employment: 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 perform 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:

- Bachelor's 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