

## **JOB DESCRIPTION**

<b>Job Title</b>	American Indian Education Coordinator
<b>Department</b>	Teaching & Learning
<b>Reports To</b>	Director of Student Services
<b>Classification</b>	Non-Affiliated
<b>Location</b>	District Office
<b>Salary</b>	On Schedule
<b>Length of Contract</b>	189 Days

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

## **Job Summary**

The American Indian Education Coordinator advocates for and communicates the needs of American Indian students in the District. This position also works to facilitate appropriate educational programming.

## **Essential Job Functions**

- Works with American Indian students to facilitate, advocate, and communicate their needs.
- Implements, accesses, and provides a means of evaluation for the American Indian Education program.
- Identifies and utilizes community resources.
- Uses established district goals as guide for facilitating the American Indian Education Program.
- Provides the American Indian Parent Advisory Committee with relevant information concerning legislature, school procedures/policies, and other pertinent items of interest.
- Serves as liaison between American Indian Parent Advisory Committee and the Division of Teaching and Learning.
- Stays current on issues pertaining to the educational needs of American Indian youth.
- Assists with preparation of grant applications, program evaluations, and other reports.
- Works with building principals, counselors and teachers to provide assistance to American Indian students to prepare for post-secondary education.

## **Ancillary Job Functions**

- Serves on various committees or teams as needed.
- Attends faculty meetings, PTA meetings, and other meetings as required.
- Performs other related duties as assigned.

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Bachelor’s Degree in American Indian Studies or a related field.
- Knowledge of American Indian history, culture, and sovereignty.
- Knowledge of issues pertaining to the educational needs of American Indian youth.

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Previous counseling and/or teaching experience with American Indian students and their families.

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to identify and use community resources.
- Ability to work towards established program goals.
- Knowledge of math, language arts, science, and other academic subjects.
- Ability to assist with writing grants and producing related reports.
- Ability to travel between office, schools, and community resource locations.
- Excellent communication skills.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal school environment and moderate noise levels.

**Physical Requirements** – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Regularly required to talk and listen.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.