

**JOB DESCRIPTION
MOORE PUBLIC SCHOOLS**

3.46

Job Title: Secondary Indian Education Facilitator

Qualifications:

Credentials: Master's Degree in Education Preferred

Education: Oklahoma Certification

Training or Experience Required: Three years teaching experience preferred

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms, instructions, and writing/printing legibly. Knowledge of grammatical structure. Communicate in clear, grammatically correct English.

Site: Title VII Indian Education Office

Reports to: Director of Title VII Indian Education

Job Goal (Purpose of Position):

Performs skilled/professional level tasks under limited supervision.

The Indian Education Facilitator is responsible for identifying students who are eligible for Title VII and Johnson O'Malley services and for coordinating activities that promote the academic success of Native American students. The Indian Education facilitator will provide information to parents and students regarding educational services available to Native American students and coordinate district activities to connect families to services.

Contact with Others: This position will work with principals, counselors, teachers and parents to coordinate service for Indian students. This job requires working closely with the Director of Student Services. Confidentiality of necessary information will be maintained.

Other Performance Measures: The Indian Education Facilitator will need to be proficient in working with the measurable objective in the Title VII Indian Education Program and with the Title VII and JOM Advisory Committees. Successful performance of the job requires good people skills to elicit information and provide information as needed. Accurate information on each student in the Indian Education Program will be maintained. The facilitator will serve as a resource person for materials and activities for regular classroom teachers and other site personnel.

Essential Job Functions (Performance Responsibilities):

1. The Secondary Indian Education Facilitator will follow the Title VII Indian Education Program Regulations.
2. The Secondary Indian Education Facilitator will work with the measurable objectives in the Title VII Program Grant to help provide success in meeting the objectives.
3. The Secondary Indian Education Facilitator will assist the Director, Secretary and site staff in identifying Indian students.
4. The Secondary Indian Education Facilitator will establish individual goals for the student participating in the program.
5. The Secondary Indian Education Facilitator will work with the building principal, counselors and classroom teachers to coordinate program services.
6. The Secondary Indian Education Facilitator will work with the Director of Title VII to provide in-services for the district which provides insights helpful in working with Native American students.
7. The Secondary Indian Education Facilitator will assist with the ordering of needed materials.
8. The Secondary Indian Education Facilitator will assist the Indian Education Staff with all necessary records and forms for the Title VII Indian Program.
9. The Secondary Indian Education Facilitator will attend and give a student progress report at all Indian Parent Meetings.
10. The Secondary Indian Education Facilitator will maintain individual records on each child, including goals and progress for each child.
11. The Secondary Indian Education Facilitator prepares reports on all students in the program.
14. The Secondary Indian Education Facilitator maintains these records for five years and tracks students as requests are made.
16. Secondary Indian Education Facilitator will coordinate and present bi-annual parent information meetings.
17. Secondary Indian Education Facilitator will coordinate student activities including but not limited to college visits, Indian Education competitions, and summer or other enrichment programs.

Supervision exercised: None

Physical/Mental Requirements and Working Conditions:

Other than those physical/mental requirements included in the essential functions: Must be able to move from various sites carrying educational supplies, equipment and other learning materials.

Terms of Employment: Incompliance with Negotiated Contract and/or State Law. Salary to be established by the board.

Hours 6.75 per day

Evaluation: Performance of this job will be evaluated in Accordance to Board Policy.

Adopted: 07-13-09

Revised: 09-13-10

Revised: 06-11-12

Revised: 07-16-12