

JOB DESCRIPTION
Puyallup School District
Unrepresented Level 17

Native American Education Liaison

Purpose Statement

The purpose of this position is to assist the program coordinator, building principals, staff, and parents in meeting the special academic, social, and cultural needs of Native American students in the assigned school and carries out the objectives and activities as specified in the federal Department of Education proposal.

The Native American Education Liaison's top priority is to support the needs of Native students and families. This position will work in consultation and collaboration with other instructional staff to deliver training that is specific to the history and work of Native Education/Title VI. While Title VI in part supports the implementation of tribal sovereignty curriculum, as tribal sovereignty supports Native students, this position will not be solely responsible for curriculum training.

Essential Functions:

- **Assesses** and identifies Native American students enrolled in PSD high schools intending to enroll in post-secondary programs.
- **Assists** Native American/Native Alaskan students, parents, and school staff in identifying and completing college grant applications specific to Native American/Native Alaskans.
- **Serves** as a liaison between district and students regarding issues in attendance and grades.
- **Advocates** for equitable, anti-racist policies and practices at all levels within the education system.
- **Creates and delivers** ongoing professional learning to a variety of audiences: parents, classroom teachers, administrators, district staff, greater community, in cultural awareness, instructional practice, curricular content, technology-based instructional strategies, social emotional learning, and social justice to impact the experiences of our native American students.
- **Plans and implements** monthly Native American family engagement activities with a cultural focus.
- **Attends** multidisciplinary team and IEP's regarding students identified for special education when appropriate and at the request of staff personnel or parents.
- **Monitors** attendance and academic achievement of Native American students; provides assistance and support to students, as needed.
- **Monitors** and tracks student academic progress and maintains contact with parents for the purpose of assuring the students maintain high school requirements for graduation.
- **Maintains** accurate records of student/parent/school contacts and referrals for the purpose of meeting federal and state record keeping requirements.
- **Assists** Native American secondary students with their enrollment into the after-school programs designed for credit recovery, post-secondary credit prerequisites, and/or extra-credit coursework.
- **Ensures** that school staff are knowledgeable and effectively using the district's Native American Education program, ensures that records are accurately maintained.
- **Prepares** and assists in cultural awareness presentations for district buildings, both for students, parents and/or staff as requested.
- **Provides** support and guidance to district high school staff working with secondary Native American students enrolled in the after-school programs by providing in-service training for staff and maintaining communication with parents of enrolled students.
- **Identifies** Native American students in assigned schools; obtains a completed 506 federal census form or required letter from parents/guardians for each child in the family.

- **Contacts** assigned students and parents/guardians by phone or visit and explains services of the program.
- **Advises** and provides guidance to Native American students in areas of attendance, academic progress, adjustment to the school setting, financial assistance, social service referrals, and post-high school adjustment.
- **Maintains** communication with students through personal contacts at school, telephone calls to the home, direct mailing and by placing articles in the school bulletin.
- **Maintains** accurate records of all contacts with students, staff, and parents/guardians; submits reports to administrator at the end of each semester.
- **Assists** building principals, teachers, and counseling staff to serve the needs of Native American students; keeps teachers and other staff informed about the Native American Education program and the unique needs of Native American students and families.
- **Attends** parent/guardian committee and staff meetings to discuss Native American student issues and concerns; establishes open working relationships with parents/guardians and staff; plans and implements academic activities and refers district staff, students, and parents/guardians to activities to promote cross-cultural understanding.
- **Provides** higher education and career guidance to students by working with career counselors for access to scholarship and college information, career exploration/planning workshops.

Other Job Functions

- **Plans**, writes, and publishes the program newsletter.
- **Plans** and administers the annual Native American Education graduation banquet.
- **Maintains** and updates knowledge and skills required for success in the position by participating in professional development activities as needed or assigned.
- **Performs** other related duties as assigned.

Minimum Qualifications:

Bachelor's degree and teacher certificate preferred. At least one year experience working with Native American students in an educational setting; familiarity with the Native American community and culture; or any combination of experience and training which provides the applicant with the knowledge, skills, and ability required to perform the work and that meet state and federal requirements.

Required Knowledge, Skills, Abilities:

Knowledge of Native American communities including tribal background, culture, and customs.

Knowledge of laws, rules and regulations concerning Native American education.

Knowledge of the special needs of Native American students.

Skill in obtaining, clarifying, and exchanging information.

Effective oral and written communication skills.

Ability to establish and maintain an excellent rapport with Native American students/parents and other students.

Ability to organize and coordinate activities.

Ability to establish and maintain effective working relationships with a variety of people in a multi-cultural, diverse socio-economic setting.

Ability to maintain confidentiality.

Ability to work as a team member.

Ability to work without direct supervision.

Demonstrated skills in reading, writing, oral communications, and computer skills, including Microsoft Excel, PowerPoint, Publisher, and Word.

Working Conditions

Required to travel to homes, schools, and community functions. Some evening and weekend work required.

Licenses/Special Requirements:

Valid Washington State Drivers License and Evidence of Insurability; Access to personal transportation; Criminal Justice Fingerprint Clearance; tribal affiliation preferred.