



Indian Education Director

Purpose Statement

The role of the Indian Education Director is to provide leadership and serve as a resource for the needs of indigenous students. The Director promotes diversity, equity, and intercultural competency within the district, advocating for an inclusive and respectful educational environment. This position supports the instructional program by overseeing the Indian Education program, ensuring compliance with Title VI/Johnson O'Malley (JOM) requirements, and developing partnerships with local organizations and agencies.

Supervisory Relationship

Reports to: Superintendent

Essential Functions

- **Family and Student Support:** Assist staff in identifying family and student needs to develop and implement action plans that remove barriers to student success.
- **Equity Promotion:** Collaborate with district leadership, faculty, and students to promote equity and inclusion, focusing on culturally responsive teaching and implicit bias awareness.
- **Program Collaboration:** Work with internal and external personnel/agencies to implement and maintain services that meet programmatic and regulatory requirements.
- **Data Compilation:** Compile data from various sources to analyze issues, identify educational program needs, and monitor program compliance.
- **Event Coordination:** Coordinate events and activities, including partnerships with community agencies, tutoring, instructional assistance, and parent committees, ensuring compliance with guidelines.
- **Record Maintenance:** Maintain manual and electronic records to provide required information and documentation.
- **Program Monitoring:** Monitor program components, support needs, and materials to enhance service delivery and comply with program requirements.
- **Orientation:** Orient administrative and teaching staff, volunteers, and program participants to establish familiarity with program services and processes.
- **Meeting Participation:** Attend meetings, workshops, and committees to gather and convey information, staying knowledgeable about program guidelines.
- **Personnel Management:** Perform personnel functions such as recruiting, interviewing, hiring, evaluating, and supervising staff to maintain adequate staffing and enhance productivity.
- **Documentation:** Prepare documents, reports, and written materials to communicate information, support recommendations, and ensure compliance with Title VI/JOM grant requirements.
- **Information Presentation:** Present information on administrative responsibilities to provide general information, training, and implementation of actions.
- **Inquiry Response:** Respond to inquiries from internal and external sources to provide information and direction as required.
- **Liaison Role:** Serve as a liaison for families and students identified for Title VI/JOM services, ensuring a positive educational experience and increased graduation rates.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Perform additional duties as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Leadership in promoting equity and inclusion.

- Policy development and review.
- Effective communication and articulation of Indigenous education issues and strategies.
- Competence in managing grant funding and compliance with Title VI/JOM requirements.

Knowledge

- Understanding of indigenous culture and the Tribal Nations in ND/SD/MN/MT.
- Knowledge of diversity and inclusion practices, teaching strategies, and achievement gaps.
- Familiarity with program evaluation and strategic planning.

Abilities

- Schedule and coordinate multiple activities, meetings, and events.
- Gather, collate, and classify data.
- Use job-related equipment effectively.
- Work collaboratively with diverse individuals and groups.
- Analyze issues and create action plans.
- Communicate effectively and maintain confidentiality.
- Adapt to changing priorities.

Responsibility

Work under limited supervision following standardized practices and methods. Direct other personnel within a small work unit. Monitor budget expenditures. Utilize resources from other work units as required. Continuously impact the organization's services.

Work Environment

Some lifting, carrying, pushing, and pulling. Frequent stooping, kneeling, crouching, and crawling. Significant fine finger dexterity. Generally requires 60% sitting, 30% walking, and 10% standing. Performed in a generally clean and healthy environment.

Experience

Job-related experience within a specialized field is required.

Education

Bachelor's degree in a job-related area.
Master's degree or plan of study preferred.

Certificates and Licenses

Teaching license preferred, not required.

Continuing Education/Training

Maintains certificates and licenses.

Clearances

Criminal justice fingerprint/background clearance.

FLSA Status

Exempt

Salary Grade

PF

Bismarck Public Schools prohibits discrimination and harassment based on a student's, parent's, guardian's, or employee's race, color, religion, sex, gender identity, national origin, ancestry, disability, age, or other status protected by law. The District also provides equal access to the Boy Scouts and other designated youth groups, as required by federal law.