

Cultural Responsive Coordinator

Purpose Statement

The Cultural Responsive Coordinator provides support for Indigenous students, working with schools to identify and achieve individual school goals related to the Indigenous community and state standards. This position aids students in building interpersonal and intrapersonal skills, cultural understanding, and progression toward high school graduation.

Supervisory Relationship

Reports to: Indian Education Director

Essential Functions

- **Cultural Programming:** Work with building administrators or designees to establish cultural programming for the school that aligns with state standards and the Indigenous community.
- **District Events:** Collaborate with BPS District Staff to establish district events supporting Indigenous culture.
- **Student Support:** Work with Indigenous students who qualify for Title VI, establishing cultural groups and activities that support the Indigenous population.
- **Goal Setting:** Assist Indigenous students in setting personal goals to support their journey toward graduation.
- **Family Meetings and Events:** Plan family meetings and parent involvement events (e.g., health and welfare, nutrition, counseling, conflict resolution, academic support) to provide family support and comply with established guidelines.
- **Resource Utilization:** Utilize community and school resources to facilitate and provide Indigenous cultural and language programming.
- **Needs Assessment:** Assess the needs of Indigenous students and families (e.g., surveys, interviews) to develop and implement action plans that remove barriers to success and celebrate achievements.
- **Family and Student Visits:** Visit families and students in various settings to enroll students in the program, interview parents/students, and inform them of cultural, school, and community resources.
- **Record Maintenance:** Maintain a variety of confidential and non-confidential records (e.g., program participation, contact sheets, time sheets for tutor programs, student logs, agency referrals) to provide required information and documentation.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Undertake additional tasks as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Planning and managing activities.
- Organizing work groups and facilitating student and parent work groups and celebrations.
- Preparing and maintaining accurate records.
- Operating standard office equipment, including pertinent software applications.

Knowledge

- Community resources and family support principles.
- Basic math, including fractions, percentages, and ratios.
- Reading technical information, composing various documents, and facilitating group discussions.

- Early childhood development and parenting skills.

Abilities

- Schedule activities, meetings, and events.
- Gather, collate, and classify data accurately.
- Work with others in diverse circumstances.
- Analyze data and create action plans.
- Operate equipment using standardized methods.
- Establish and maintain constructive relationships.
- Adapt to changing work priorities.
- Communicate effectively with culturally diverse populations, including those with limited English proficiency.
- Maintain confidentiality, set priorities, and work flexible hours.

Responsibility

Work under limited supervision following standardized practices and methods. Provide information and advice to others. Track budget expenditures. Utilize resources from other work units as needed. Continually impact the organization's services.

Work Environment

Some lifting, carrying, pushing, and pulling. Significant fine finger dexterity. Generally, 60% sitting, 20% walking, and 20% standing. Performed in a generally clean and healthy environment.

Experience

Job-related experience within a specialized field required.

Education

Bachelor's degree in a job-related area.

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Salary Grade

PB