



JOB DESCRIPTION

Job Title	American Indian Education Coordinator
Department	Student Services
Reports To	Director of Student Services
Classification	Hourly Non-Affiliated
Location	District Office
Salary	On Schedule
Length of Contract	197 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.
- Identifies and leverages community resources to support the American Indian Education program.
- 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 Teaching & Learning Department.
- 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.
- Develops and implements programs to enhance the cultural awareness and appreciation of American Indian heritage among students and staff.

Ancillary Job Functions

- Serves on various committees or teams as needed.
- Attends faculty meetings, PTA meetings, and other meetings as required.
- Participates in professional development opportunities to stay updated on best practices and emerging issues in American Indian Education.
- 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.

- High school diploma or GED.
- 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.
- Bachelor's Degree in American Indian Studies or a related field.

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.
- Ability to serve as a positive role model for students, demonstrating responsible and thoughtful behavior.

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

- General office/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.

- Frequently required to talk and listen.
- Requires frequent wrist, hand, and finger movements to operate a computer and/or related office equipment.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122.01 throughout his/her employment in the District.