JOB DESCRIPTION
MOORE PUBLIC SCHOOLS

3.49

Job Title: **Indian Education Coordinator**

Qualifications:

Credentials: Oklahoma Teacher Certification

Education: Master's Degree required

Training or Experience Required: 3-5 years teaching experience

Special Skills, Knowledge, Abilities:
Demonstrate knowledge of federal/state regulations and laws affecting Title VII and Johnson O'Malley Programs.

Communication Skills (oral, written, or business): Basic communication skills are essential to exchange information, give/receive simple instructions, respond to inquiries and fill out forms. Coordinator must have knowledge of vocabulary and grammatical structure necessary to produce clear, concise, and grammatically correct correspondence. The Indian Education coordinator will use creativity to train and direct others, provide complex instructions, conduct interviews, makes public speeches or presentations, and produce reports from raw data and a variety of sources.

Data Recording/Record Keeping: Performs data recording/record keeping operations determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computations requiring a knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets complex written or printed materials such as ordinances, resolutions, policies and procedures, complex diagrams, plans, contracts, and regulations.

Reports To: Superintendent or Designee

Job Goal (Purpose of Position): Performs duties under limited supervision by providing leadership and public relation relative to the Indian Education program. Provides leadership to more actively involve parents in the education process and to improve staff knowledge of unique issues related to being Native American through professional development and other support activities to improve the effectiveness with which teachers help Native American students meet state and district academic standards.

Site: **Title VII Indian Education Office**

Contact with Others: The incumbent in this position will work with administrators, counselors, teachers, and parents to coordinate services for Indian students. This job also requires working closely with persons outside the district which requires tact and diplomacy. The position also requires independent judgment, problem solving, interpretation of policies and procedures and the planning and delivery of formal presentations. Confidentiality of necessary information will be maintained.

Performance Expectations: The incumbent/employee will need to (A) Be customer focused to resolve problems effectively. (B) Manage human resources and diversity while promoting; productivity and efficiency; health and safety; employee training and development, empowerment, and appraisal; corrective counseling and discipline; resolution of complaints or grievances. (C) Manage resources with fiscal responsibility while maintaining proper accountability of records. (D) Manage information and communications with staff and public effectively. (E) Conduct short and long range planning to set and/or attain district goals and objectives. (F) Demonstrate leadership by being a good role model to reinforce productive and customer-focused behavior; use creativity, innovation, and initiative to identify solutions to problems. (G) Be a team player with co-workers, subordinates, supervisors, and community leaders to accomplish district objectives or goals. (H) and contribute to quality of district programs including extracurricular programs; Be involved in personal growth and development.

Essential Job Functions (Performance Responsibilities)

1. Develops, implements, monitors and reports on identification and placement procedures that are consistent with state and federal guidelines for the district Indian Education program.

2. Work in consultation with schools, the parent advisory committee, and the community to plan and implement services that support the academic progress and cultural awareness of Native American students.

3. Provides professional development activities that are sustained, intensive, of high quality, and designed to improve tutors/teachers' knowledge and instructional skills and strategies relating to Native American students.

4. Evaluates professional development offerings to determine the program's effect on improving tutors'/teachers' knowledge, skills, and student achievement.

5. Provides follow-up for tutors/teachers who have participated in professional development designed to ensure that the knowledge and skills learned by the teacher are implemented in the classroom.

6. Establishes and maintains in-district network of teachers/tutors working in Native American programs and provides a forum for interaction that allows for the exchange of information or advances in content and pedagogy.

7. Works collaboratively with content specialists to identify opportunities for reinforcement of core content.

8. Monitors achievement scores of Native American students and prepares and presents annual reports on the progress of students served in the program.

9. Provide strategies and resources to various schools aimed at alleviating any achievement gaps between Native American sub groups and regular students.

10. Recommends program improvements based on an analysis of student achievement.

11. Works with new tutors/teachers in the program to refine knowledge of curriculum, materials, assessment standards and practices, and instructional approaches.

12. Assists school personnel with the analysis of data to improve teaching, accountability, decision making, and school improvement efforts and accountability.

13. Maintains a constructive professional working relationship with teachers, administrators, and parents.

14. Regularly observes instruction and mentors tutors/teachers to improve performance.

15. Provides recommendations for long term plans for the program that meet local, state, and federal requirements.

16. Monitors the selection of instructional materials used in the Indian Education Department.

17. Recommends pilot programs in observance of established procedures and guidelines.

18. Devises and maintains records and reports as required.

19. Establishes links within the community to communicate program activities and establish support.

20. Advises and informs tutors/teachers and staff in the Indian Education Department of the legal use of software and the ramifications of copyright infringement on print or electronic media.

21. Develops and provides outreach programs to more effectively involve parents in; (A) helping their children achieve state content and student performance standards,; (B) in accessing Native American academic achievement and incentive programs; and (C) preserving cultural knowledge and skills.

22. Performs other duties as assigned by the Superintendent or Designee.

Supervision Exercised: May provide indirect supervision over staff in program area.

Physical/Mental Requirements and Working Conditions:

This is an office job with few if any physical/mental requirements other than those included in the essential funtions. May on occasion have to lift and transport supplies, equipment, materials, etc.

Terms of Employment: **Work Year to be established by Superintendent**

Evaluation: **Performance of this job will be evaluated in accordance with the provisions of Board Policy**

Approved 12-10-12