BISMARCK PUBLIC SCHOOLS
Job Description

"Together, our strong relationships build inclusive, collaborative, and innovative environments that create agency and inspire a passion for learning, excellence, and discovery."

"Empower every learner to *thrive*."

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

The Bismarck Public School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age, or other status protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. BPS administrative policy AAC (Nondiscrimination and Anti-Harassment) and regulations AAC-AR1 (Discrimination and Harassment Grievance Procedure) and AAC-AR2 (Title IX Sexual Harassment Grievance Procedure) may be reviewed online at https://www.bismarckschools.org/school-board/district-administrative-policies. The following person has been designated to handle inquiries regarding the non-discrimination policies and grievance procedures: Stacey Geiger, Human Resource Director/Title IX Coordinator/Section 504 Coordinator 128 Soo Line Drive, Bismarck, ND 58501 Telephone number: (701) 323-4070.