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*."

K-12 Indigenous Education Curriculum and Instruction Specialist

Purpose Statement

The K-12 Indigenous Education Curriculum and Instruction Specialist supports district staff in integrating Indigenous education throughout Bismarck Public Schools. This role involves aligning the work of the Indigenous Education Department with district initiatives, best practices, and Indigenous education programming. The specialist works with various stakeholders to enhance cultural competencies and relational capacities within the district and community.

Supervisory Relationship

Reports to: Indian Education Director

Essential Functions

- **Curriculum Integration:** Collaborate with BPS teams to integrate Indigenous education across curricular areas.
- **Community Collaboration:** Work with families, communities, tribal nations, Indigenous organizations, community organizations, colleges, universities, and parent groups to enhance cultural competencies within the district and community.
- **Resource Management:** Gather and provide resources to assist district staff in reaching Indigenous education goals.
- **Instructional Support:** Assist teachers and instructional coaches in integrating learning experiences and resources into their practice.
- **Objective Support:** Support individuals and groups in meeting specific objectives related to Indigenous education based on community values and shared goals.
- **Professional Development:** Design and provide custom training and job-embedded staff development to encourage educator growth in Indigenous education.
- **Portfolio Management:** Manage individual portfolios to support educators in developing and delivering specified programs.
- **Legal Compliance:** Ensure district staff has the necessary information to comply with laws governing the teaching of Indigenous content.
- **Collaboration:** Work with internal and external personnel/agencies to implement and maintain services and programs in accordance with programmatic and regulatory requirements.
- **Needs Analysis:** Survey, identify, and analyze professional learning needs related to curriculum, assessment, and instruction for teachers, specialists, and instructional coaches.
- **Support Services Design:** Design support services, including training and materials, to implement professional learning activities that address district needs as identified in the strategic plan.
- **Resource Monitoring:** Monitor curricular resources to ensure performance outcomes are achieved within budget and district objectives.
- **Meeting Facilitation:** Assist in planning and facilitating regular district instructional meetings and other relevant meetings.
- **Relationship Building:** Establish and maintain positive relationships with teachers, instructional coaches, and administrators.
- **Research:** Conduct research to develop or enhance programs that meet staff training needs and support all learners.
- **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

- Utilize conflict resolution techniques
- Complete asynchronistic work
- Operate standard office equipment, including pertinent software applications
- Plan and manage projects
- Prepare and maintain accurate records

Knowledge
- Basic math, including calculations using fractions, percentages, and ratios
- Reading technical information, composing documents, facilitating group discussions
- Solving practical problems
- Grant administration, community resources, foundation policies, and procedures
- Issues relating to at-risk youth, bookkeeping practices, concepts of grammar and punctuation

Abilities
- Schedule activities, meetings, and events
- Gather, collate, and classify data
- Use job-related equipment
- Work independently and with a diverse group of individuals
- Analyze data using defined processes
- Build collaborative relationships and work with constant interruptions

Responsibility
Work under limited supervision following standardized practices and methods Direct other persons within a small work unit Utilize budgeted funds within the work unit Impact the organization's services significantly

Work Environment
Physical demands include some lifting, carrying, pushing, pulling, and significant fine finger dexterity Job involves 60% sitting, 20% walking, and 20% standing Minimal temperature variations

Experience
Five years of classroom teaching experience (preferred)
Experience in developing culturally relevant curriculum and working with diverse populations (preferred)
Experience creating and providing professional development and conducting research

Education
Bachelor's Degree in a related field

Certificates/Licenses
Valid North Dakota teaching license (preferred)

Continuing Education/Training
Participate in ongoing training and professional development as required

Clearances
Criminal Justice Fingerprint/Background Clearance

FLSA Status
Exempt

Salary Grade
Professional Support Staff salary schedule or Teaching Contract with required summer contract time through flexed hours and extra days based on funding

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.