



CLASSIFICATION DESCRIPTION

TITLE: Coordinator of Indian Education

<p><b><u>Title of Immediate Supervisor:</u></b> Director of Curriculum</p>	<p><b><u>Department:</u></b> Curriculum</p>	<p><b><u>FLSA Status:</u></b> Exempt</p>
<p><b><u>Accountable For (Job Titles):</u></b> Indian Teacher/Tutor, Bicultural Preschool Teacher, Indian Youth Advocate, Indian-Oriented Assistant, Native American Community Liaison, Clerical Level D, F</p>		<p><b><u>Pay Grade Assignment:</u></b> Duluth District-Wide Instructional Administrator's Association, Pay Class 1-A</p>

**General Summary or Purpose Of Job:**

Plans, implements and administers all aspects of the Indian Education programs in order to achieve optimum educational and personal development of Indian students. Serves as the principal liaison between the school district, the Indian Parent Committee and the community. Supports American Indian students' education by incorporating community-based cultural values.

<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)	<b>FRE-QUENCY</b>
1.	Collaborates with Learning Services staff, plans, implements and administers appropriate Indian education programs that are culturally based. Ensures that program administration is consistent with established guidelines.	Daily 25%
2.	Supervises and evaluates professional and para-professional staff members within the Indian Education Department. Establishes and communicates goals, objectives and plans for improvement with endorsement of the Duluth Indian Education Committee. Responsible for writing appropriate Indian Education grant proposals.	Weekly 10%
3.	Advocates for the needs of Indian students and provides assistance, advice and support for staff in a variety of circumstances and situations. Examples include providing advice regarding handling student issues and problems.	Daily 15%
4.	Ensures that department and grants fiscal matters are properly administered and maintained. Develops and manages preliminary budgets generated from grants. Collaborates with the Business Services Department regarding the fiscal aspects of grant preparation and supervision.	Weekly 5%



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5.	Works with the Indian community through various committees to assess needs, and develops programs which will effectively meet the needs of Indian students; works with district-wide administrators regarding the needs of Indian students. Interacts with appropriate agencies. Meets monthly with American Indian Education Committee to present monthly staff reports, budget information. Addresses the concerns of American Indian Education in Duluth.	Weekly 10%
6.	Prepares and presents progress reports to the American Indian Education Committee regarding various grants. Coordinates the American Indian Education election biannually.	Monthly 5%
7.	Prepares and submits the annual program reports to funding agencies. Conducts appropriate assessments needed for planning. Conducts in-house evaluations to monitor program progress.	Semi-Annually 5%
8.	Maintains and develops contacts with appropriate State-wide and national Indian Education groups in order to be well informed and anticipate the concerns, as well as potential solutions, of Duluth Public Schools.	Quarterly 5%
9.	In cooperation with the curriculum staff or curriculum specialist, incorporates or embeds American Indian Learner outcomes into the District curriculum. Develops stand-alone units that address American Indian Learner outcomes. Develops alternative assessments that focus on the American Indian experience in order to meet graduation standards. Aids in the development and implementation of interventions designed to narrow the achievement gap and increase graduation rates among American Indian students.	Weekly 20%
10.	Performs other duties of a comparable level or type.	As required

**Minimum Qualifications:** (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

Requires a minimum of a baccalaureate degree in education, Indian Studies, social science, or a closely-related field and at least one year of experience in a supervisory role in a school district or social service agency working with the Indian community, parents and students of the same or similar heritage; or an equivalent combination of education, training and/or experience necessary to successfully perform the essential functions of the work.

**Certification or Licensing Requirements**\_(prior to job entry):

None required upon entry.



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### **Knowledge Requirements:**

Requires knowledge of:

- American Indian Community.
- Federal and State laws that affect Indian people.
- Tribal programs that affect Duluth Indians.

### **Skill Requirements:**

Skilled in:

- Verbal and written communication skills, including giving presentations, report writing, and grant writing.
- Basic MS-Office applications, especially MS-Word.
- Interpersonal skills for working with parents, the community, and within the District.

**Physical Requirements:** Indicate according to the requirements of the essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		√		
Walk		√		
Sit			√	
Use hands dexterously (use fingers to handle, feel)		√		
Reach with hands and arms		√		
Climb or balance	√			
Stoop/kneel/crouch or crawl		√		
Talk and hear				√
Taste and smell	√			
<b>Lift &amp; Carry:</b>				
Up to 10 lbs.	√			
Up to 25 lbs.	√			
Up to 50 lbs.	√			
Up to 100 lbs.	√			
More than 100 lbs.	√			



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**General Environmental Conditions:**

Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with the work.

The typical noise level is considered to be moderate.

**General Physical Conditions:**

**Work can be generally characterized as:**

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

<b>Vision Requirements:</b> Check box if relevant	Yes	No
No special vision requirements	√	
Close Vision (20 in. of less)		
Distance Vision (20 ft. of more)		
Color Vision		
Depth Perception		
Peripheral Vision		

**Job Classification History:**

Classification reviewed and revised by Penn, Inc., Human Resource Management Consulting  
 Revised by HR 9.1.2011