

**BEMIDJI AREA SCHOOLS  
POSITION JOB DESCRIPTION**

ORIGINATION DATE \_\_\_\_\_

LAST REVISION DATE 2-13-92

BAND & GRADE B-2-3-6

POSITION TITLE Attendance/Academic Advisor - Indian Education

IMMEDIATE SUPERVISOR Coordinator of Indian Education

**Job Summary (Basic Purpose of Position)**

Assist Native American students with attendance/academics, career planning and scheduling in grades 6-8.

SUPERVISOR \_\_\_\_\_

EMPLOYEE \_\_\_\_\_

Note: The signature of the supervisor and employee indicates they have read this job description and agree with its contents

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job function	BAND/ GRADE	% OF TIME D,W,M, A,Q	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What Yoy Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
1.00 Provide educational/social support services to middle school Native American students. 1.01 Identify at-risk Native American students at the middle school. 1.02 Monitor students attendance, academic performance and academic records. 1.03 Refer students to appropriate school districts, outside agencies, communities and parents. 1.04 Provide liason with school and local agencies for Indian students. 1.05 Meet with building teams to discuss needs of Indian students and build individual goals for each student. 1.06 Develop and implement programs that maintain progress toward graduation. 1.07 Instruct students three (3) hours per week during skills lab on survival skills, curricular needs and peer relations. 1.08 Encourage positive student behavior through incentives and rewards. 1.09 Provide Indian students with positive role models.	B2           B2	30D           20D           (100 hrs. per year)		<b>KNOWLEDGE:</b> 1. Applicable State and Federal regulations and laws relating rights of special needs children. 2. Resources available to provide help for children and their families. 3. General knowledge of handicapping conditions. 4. General knowledge of systems within the school. 5. Counseling techniques. 6. Curriculum of ISD #31 at the Middle School. 7. ISD #31 policies regarding confidentiality and privacy of data. 8. Indian resource personnel. 9. Indian community.  <b>SKILLS:</b> 1. Mediation 2. Conflict resolution	1.01 Educational and social support was given in a timely and appropriate manner. 1.02 Progress, both social and academic, was monitored according to school district procedures. 1.03 Students were referred in a timely and appropriate manner. 1.04 Liason activities were performed appropriately. 1.05 Team meetings were participated in and recommendations were given on how to effectively deal with Indian at-risk students. 1.06 Plans were developed and implemented. 1.07 Instruction was age-appropriate and evidence of planning exists. 1.08 Incentives and rewards were developed. 1.09 Positive role models were brought to the students.

