

**BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION**

ORIGINATION DATE 2-21-86
 LAST REVISION DATE 12-13-91
 BAND & GRADE D-6-1-14

POSITION TITLE Coordinator of Indian Education

IMMEDIATE SUPERVISOR Director of Special and Compensatory Education

[Signature]
 SUPERVISOR *[Signature]*
 EMPLOYEE

Job Summary (Basic Purpose of Position)

To insure that Indian students receive educational opportunities available to them in ISD #31 - Bemidji Area Schools. To insure that the Indian Education Programs are addressing annual needs assessment concerns. To provide an understanding that cultural differences have on the learning needs of Indian students. To oversee the operation of all aspects of Indian Education programs based on district, Tribal, state and federal rules and regulations.

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 You 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 SUPPORT FOR ALL INDIAN STUDENTS. 1.01 Communicate the educational needs of Indian learners to administrators, teachers and other staff members. 1.02 Become directly involved in resolving conflict situations within schools involving Indian learners and/or parents. 1.03 Establish positive rapport and open, ongoing communication with Tribal leaders, Indian parents, members of the Indian community and area service agency representatives. 1.04 Establish positive working relationships and open communication with other district educators. 1.05 Advocate for Indian learners and Indian parents success in Bemidji Area Schools. 1.06 Serve as a member of the high school administrative team.	B C C B B N/A	5D 5D 10W 5D 5D 5D		KNOWLEDGE OF: 1. Available state and federal Indian Education Programs. 2. Indian Education Programs, federal, state and district educational guidelines/rules/regulations. 3. Procedures for conducting needs assessments, surveys and questionnaires. 4. Leech Lake, Red Lake and Minnesota Chippewa Tribal business procedures. 5. Available funding resources for Indian Education Programs such as Chapter 312, PL-874, PL 93-380 and MS 120.17. 6. Leadership and management theories. 7. Parental cost and other applicable policies relating to Title V, Johnson O'Malley and Post Secondary Indian Education Programs. 8. District and Indian Education Personnel guidelines. 9. District Special Education procedures (total special education system plan).	Evidence exists indicating that: 1.01 The educational needs of Indian learners have been communicated to necessary parties. 1.02 Direct involvement in an attempt to resolve conflict situations. 1.03 Positive rapport and ongoing communication exists with Tribal leaders, Indian parents, the Indian community and area service agency representatives. 1.04 Positive working relationships and open communication exists with other district educators. 1.05 Advocacy for Indian learners and parents is an ongoing occurrence. 1.06 Member of high school administrative team.

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2.00 MANAGE GRANT APPLICATIONS AND FINANCIAL PROCEDURES.				10. District business and accounting procedures.	
2.01 Gather all necessary data to apply for funding under Title V, Johnson O'Malley, Post Secondary Indian and other education programs.	D	10W		11. Local, regional, area, state and federal agencies providing education resources.	2.01 All necessary data has been gathered for grant applications.
2.02 Prepare and submit all required reports for Title V, Johnson O'Malley, Post Secondary and other Indian Education Programs according to required timelines.	C	15W		ABILITY TO: 1. Establish and maintain positive rapport with personnel, students, parents and others.	2.02 All required reports have been prepared and submitted on time.
2.03 Prepare all monthly financial budget reports for Title V, Johnson O'Malley, Post Secondary and other education programs.	D	15W		2. Clearly communicate ideas to others.	2.03 All monthly financial reports have been prepared.
2.04 Actively seek additional grants and funding for present and additional programs.	D	5W		3. Manage program resources according to applicable guidelines.	2.04 Additional grants and funding has been sought.
2.05 Prepare and monitor guidelines for budget expenditures for Title V, Johnson O'Malley, Post Secondary and other education programs.	D	5W		4. Supervise and evaluate staff regarding fulfillment of duties listed on job descriptions.	2.05 Budget expenditure guidelines have been prepared and monitored for expenditures.
2.06 Prepare and mail an annual Indian Education district newsletter.	B	5A		5. Apply strategies to resolve conflict between parties that respect the opinions of everyone involved.	2.06 The annual newsletter has been prepared and sent.
3.00 SUPERVISE PROGRAMS AND STAFF.				6. Conduct meetings using Roberts Rules of Order.	
3.01 Supervise and evaluate Indian Education Program personnel annually.	D	10Q		7. Conduct program hearings.	3.01 Documentation exists that all staff have been supervised and evaluated annually.
3.02 Oversee all Indian Education Programs and services in district.	C	20D		8. Prepare and disseminate written communications (memos, letter newsletters).	3.02 Documentation exists that all programs and services have been overseen.
3.03 Participate in the hiring or replacement of new Indian Education staff.	D	5M		9. Conduct LIEC elections.	3.03 Participated in hiring of all replacement or new staff members.
3.04 Oversee process for LIEC elections, selection of officers, agendas, and minutes and provide information for LIEC meetings.	C	10W		10. Conduct surveys to determine program and student needs.	3.04 Process for LIEC elections, selection of officers, agendas and minutes have been overseen and information provided for LIEC meetings.
3.05 Inservice new LIEC members regarding responsibilities and bylaws.	C	5M		SKILLS: 1. Speak and write clearly. 2. Accurately compute and calculate.	3.05 New LIEC members have been inserviced regarding responsibilities and bylaws.