

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORIGINATION DATE 2-21-1986
LAST REVISION DATE MAY 2016
BAND & GRADE D-6-1-14

POSITION TITLE Coordinator of Indian Education Programs

IMMEDIATE SUPERVISOR Director of Curriculum & Instruction

Job Summary (Basic Purpose of Position)

SUPERVISOR _____
EMPLOYEE _____

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

To ensure that American Indian students are provided educational opportunities and resources. Review and evaluate programs to ensure that Indian Education Programs are addressing the needs of American Indian students as determined by annual assessment of concerns and Local Indian Education Committee feedback. Provide training and resources regarding the cultural impact on the learning needs of American Indian students. Manage and supervise the operations of all aspects of Indian Education programs for Bemidji Area Schools based on district, tribal, state and federal rules and regulations.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	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					
1.0 PROVIDE EDUCATIONAL SUPPORT FOR AMERICAN INDIAN STUDENTS.				KNOWLEDGE OF:	
1.01 Identify the educational needs of American Indian learners and communicate those needs to administrators, teachers and other staff members.	B	5D		1. Available state and federal Indian Education Programs.	1.01 The educational needs of American Indian learners have been communicated to necessary parties.
1.02 Assist administrators, teachers and other staff in resolving policy and/or educational conflicts involving American Indian learners and/or parents/guardians.	C	5D		2. Indian Education Programs, federal, state and district educational guidelines/rules/regulations.	1.02 Provided assistance in the resolution of conflicts.
1.03 Establish positive rapport and open, ongoing communication with Tribal leaders, American Indian parents/guardians, members of the American Indian community and area service agency representatives.	C	10W		3. Procedures for conducting needs assessments, surveys and questionnaires.	1.03 Positive rapport and ongoing communication exists with Tribal leaders, American Indian parents, the American Indian community and area service agency representatives.
	B	5D		4. Leech Lake, Red Lake and Minnesota Chippewa Tribal business procedures.	1.04 Positive working relationships and open communication exists with other district
	B	5D		5. Available funding resources for Indian Education Programs	
1.04 Establish positive working relationships and	N/A	5D			

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open communication with other district educators.				6. Leadership and management theories.	educators.
1.05 Advocate for American Indian learners and American Indian parents/guardians success in Bemidji Area Schools.	D	10W		7. Parental cost and other applicable policies relating to Title V, Johnson O'Malley and Post-Secondary American Indian Education Programs.	1.05 Advocacy for American Indian learners and parents is an ongoing occurrence.
1.06 Serve as a resource for building and District administrative teams.	C	15W		8. District and Indian Education Personnel guidelines.	1.06 Provided information and assistance for building and District administrative teams.
1.07 Serve on the District Curriculum Committee to assist in the identification and selection of materials that are culturally inclusive and meet the educational needs of American Indian learners.	D	15W		9. District Special Education procedures.	1.07 Attended District Curriculum Committee meetings and assisted in the selection of materials that are culturally inclusive and meet the needs of American Indian learners.
	D	5W		10. District business and accounting procedures.	
2.00 MANAGE GRANT APPLICATIONS AND FINANCIAL PROCEDURES.	D	5W		11. Local, regional, area, state and federal agencies providing education resources.	2.01 All necessary data has been gathered for grant applications.
2.01 Gather all necessary data to apply for funding under Title V, Johnson O'Malley, Post-Secondary American Indian and other education programs.	B	5A		12. District policies.	
2.02 Prepare and submit all required reports for Title V, Johnson O'Malley, Post-Secondary and other American Indian Education Programs according to required timelines.	D	10Q		13. Personal computer operation.	2.02 All required reports have been prepared and submitted on time.
	C	20D		14. Purchasing procedures.	
2.03 Prepare all monthly financial budget reports for Title V, Johnson O'Malley, Post-Secondary and other education programs.	D	5M		15. Grant writing.	2.03 All monthly financial reports have been prepared.
2.04 Actively seek grants and funding for present and additional programs.	C	10W		16. Effective supervision and evaluation methods.	2.04 Additional grants and funding have been identified and sought.
2.05 Prepare and monitor guidelines for budget expenditures for Title V, Johnson O'Malley,	C	5M		Ability To: 1. Establish and maintain positive rapport with personnel, students, parents and others.	2.05 Budget expenditure guidelines have been prepared and monitored for expenditures.
				2. Clearly communicate ideas to others.	
				3. Manage program resources according to applicable guidelines.	
				4. Supervise and evaluate	

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<p>Post-Secondary and other education programs.</p> <p>2.06 Prepare information regarding District Indian Education programs for students, parent/guardians, and the community; and ensure that the information is available through direct mail, newsletters, and an annual report of program activities and outcomes.</p> <p>3.00 SUPERVISE PROGRAMS AND STAFF.</p> <p>3.01 Supervise and evaluate Indian Education Program personnel in accordance with District policy and procedure.</p> <p>3.02 Oversee all Indian Education Programs and services in district.</p> <p>3.03 Participate in the hiring of new Indian Education Program staff.</p> <p>3.04 Ensures that appropriate training is provided for program staff to ensure effectiveness in serving the educational needs of American Indian students and families.</p> <p>3.05 Serve as Program liaison to the Local Indian Education Committee (LIEC) and provide services to include, but not limited to: LIEC elections, selection of officers, preparation of meeting agendas and minutes, and preparing necessary information for LIEC meetings.</p> <p>3.06 Provide training for all new LIEC members regarding responsibilities, Indian Education Program goals, and bylaws.</p> <p>3.07 Performs other duties as assigned.</p>				<p>staff.</p> <ol style="list-style-type: none"> 5. Resolve conflict between parties that respect the opinions of everyone involved. 6. Plan and direct the work of others. 7. Allocate resources effectively. 8. Motivate others. 9. Build consensus. 10. Travel between District buildings as needed. 11. Analyze the financial staff of all Indian Education programs. 12. Secure grants to support Indian Education programs. 13. Conduct effective meetings. 14. Facilitate public hearings regarding federal program funding. 15. Prepare and disseminate written communications (memos, letters and newsletters). 16. Conduct LIEC elections. 17. Conduct surveys to determine program and student needs. 18. Plan 19. Communicate effectively 20. Allocate resources 21. Organize 22. Analyze 23. Supervise assigned 	<p>2.06 Indian Education Program information has been prepared and distributed to students, parents/guardians, and the community.</p> <p>3.01 Documentation exists that all staff have been supervised and evaluated annually.</p> <p>3.02 Documentation exists that all programs and services have been overseen.</p> <p>3.03 Participated in hiring Indian Education Program staff members.</p> <p>3.04 Program staff received appropriate and timely training to ensure effective implementation of Indian Education Programs.</p> <p>3.05 Provided support for the LIEC including, but not limited to: LIEC elections, selection of officers, preparation of meeting agendas and minutes, and preparing necessary information for LIEC meetings</p> <p>3.06 New LIEC members have been in-serviced regarding responsibilities, program goals, and bylaws.</p>
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				staff 24. Maintain accurate records 25. Demonstrate consistent and reliable attendance. Skills: 1. Speak and write clearly. 2. Accurately compute and calculate.	
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MINIMUM QUALIFICATIONS: A bachelor's degree, or equivalent education and experience, with an academic major or concentration in education, American Indian studies, or a related field.