

Anoka-Hennepin Independent School District #11
Job Description

Title: American Indian Education Coordinator
Department: Student Services Department
Reports to: Director of Student Services
Prepared Date: August 2021

SUMMARY OF RESPONSIBILITIES

Lead the initiatives and coordinate the planning, implementation, and ongoing evaluation of all activities, programs, and projects for the Office of American Indian Education. Collaborate with Indian Ed Advisors other staff, and lead initiatives by developing programs and activities to reduce and ultimately eliminate any disparities for American Indian students, as well as foster culturally and academically inclusive learning environments for American Indian students. Advocate for and communicate the needs of American Indian students in the District. Serve as a liaison between American Indian students and families to increase communication and collaboration between the student and the District. Assist in recommending appropriate educational programming based on student needs. American Indian Education Coordinator reports to the Director of Student Services.

DUTIES AND RESPONSIBILITIES

- Supervise the implementation of the Indian Education Program as delivered by the Indian Education Advisors and program secretary.
- Collaborate with District Administration regarding PreK-12 Indian Education programming.
- Facilitate the integration of cultural activities, through Anoka-Hennepin cultural curriculum with Indian Education Advisors, ensuring materials are culturally authentic. Participate in the curriculum process to integrate American Indian standards into Art, Music, English, and Social Studies.
- Serve as Licensed Education Authority (LEA) representative on the grants funding the Indian Education Program, American Indian Education Aid, and Johnson O'Malley; including grant writing, submitting grant applications, gathering grant data, and completing all grant follow-up reports.
- Work with Finance Compliance Manager on grant budgets and approval of spending grant funds.
- Manage American Indian Equity budget including Federal and State grants.
- Act as liaison and Ad Hoc member of Indian Education Parent Committee; coordinate voting for Indian Education Parent Committee.
- Facilitate Parent Advisory Committee monthly evenings meetings.
- Work with Parent Advisory Committee and Indian Education Program staff to identify program activities that grant funding will support for the upcoming year(s).
- Manage all hiring of Indian Education Program staff and perform performance appraisals on Indian Education staff per Employee Services guidelines.
- Provide professional development opportunities to Indian Education Advisors as it relates to program objectives and professional performance goals.
- Plan and facilitate weekly Indian Education department meetings.
- Facilitate the planning of Elementary, Middle, and High School field trips, including College and Career Readiness activities.
- Facilitate the planning of extended day activities, including Fall/Spring Picnic, Cultural Evening activities, Indian Education Cultural Celebrations (each trimester), Senior Honoring Event.

- Lead district team in the Tribal Consultation process by gathering the necessary data/information requested by the Tribal Nations Education Committee and MDE.
- Maintain a comprehensive written progress report on participating students and managing 506 Forms.
- Participate and lead community outreach and community activities.
- Update website information and American Indian Equity activities and enrichment curriculum materials.
- Perform other tasks and responsibilities as assigned.

SUPERVISORY RESPONSIBILITIES

Supervise the Indian Education Advisors and Education Office Professionals.

EDUCATION and/or EXPERIENCE

Requires Bachelor's degree. Previous experience in education and/or working with school aged youth. Experience working with Native American students at various grade levels. Experience collaborating with students, families, and colleagues from a variety of ethnic, racial, and cultural backgrounds. Must be knowledgeable of Native American Indian culture, history, values, and communities.

CERTIFICATES, LICENSES, REGISTRATIONS

None.

KNOWLEDGE, SKILLS & ABILITIES

Strong knowledge of issues pertaining to the educational needs of American Indian youth.

Experience and/or ability to create enrichment curriculum and learning trunks.

Previous experience providing professional development or training to individuals regarding American Indian Education and/or history and culture.

Previous supervisory and leadership experience.

Ability to work effectively as a part of a team and independently.

Ability to establish good working relationships with students and their families, and staff.

Ability and willingness to collaborate with colleagues.

Effective interpersonal, written, and verbal communication, organization, and technology skills.

Evidence of ability to be self-starter and ability to meet deadlines.

Previous budgeting experience.

Knowledge of community and resources.

Excellent conflict resolution skills.

Proficient with computer skills and software, including, MS Office, Google Suites, etc.

Ability to maintain regular attendance, which includes completing as assigned day.

Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk; and hear. The employee is occasionally required to stand; walk; reach with hands and arms; and lift and/or move up to 10 pounds. Specific vision abilities required by this job include close and the ability to adjust focus. The employee may be required to travel to individual school or off site locations to conduct business related to the essential functions of the position.

WORK ENVIRONMENT

Most work is performed in an office, a school building, and offices or meeting rooms of businesses in the community. Ability to travel to other district sites or community offices during the duty day may be required.