

# Anoka Hennepin Independent School District #11 Position Standard

## **Indian Education Advisor**

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Indian Education Advisors provide support for American Indian students in Anoka-Hennepin, grades K-12.

### **Essential Functions:**

- Attendance at site level meetings (as needed).
- Attendance and participation at district level meetings.
- Attendance and participation in staff development and/or trainings.
- Participation in Individual Education Plan (IEP), 504, and Pre-referral Intervention meetings (as needed).
- Plan and participate in Indian Education academic and cultural activities such as, but not limited to: Picnic, Potlocks, Trimester Celebrations, and Senior Honoring.
- Collaboration with AH CRT District Support Team and (new roles).
- Meet with site level administrative team and/or principal and/or principal's designee (as needed).
- Monitor specific data surrounding site and district School Improvement Planning (SIP) Goals as related to American Indian students.
- Act as a liaison for American Indian students and/or families between school and home.
- Facilitate and assist individual students and/or small groups with academic and cultural support.
- Refer students and families to appropriate school personnel for further services and support beyond scope of the role of Indian Education Advisor.
- Other duties as assigned.

### **Minimum Qualifications:**

- High School Diploma or equivalent.
- Minimum of two years post-secondary education in related field; Bachelor's degree preferred.
- Good written and verbal communication skills.
- Ability to work closely with parents, staff, administration and community.
- Knowledge of American Indian culture and language.
- Must have reliable transportation.
- Ability to maintain regular attendance, including completing an assigned day.
- Must be able to lift a minimum of 25 pounds.
- Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.

### **Physical Factors include:**

- Constant: sitting, twisting/pivot, reaching, repetitive arm, simple grasp, firm grasp, fine manipulating, talking, hearing, near vision (up to 20"), midrange vision, far vision (over 20'), visual accommodation, and field of vision;
- Frequent: standing, walking, lifting above shoulder, lifting waist to chest, lifting below waist, carrying, pushing, pulling, climbing, stooping, kneeling, feeling.
- Occasional: exposure to weather when travel between district sites is required.