

CLASSIFICATION DESCRIPTION

JOB TITLE: American Indian Education Program Director

DEPARTMENT: Teaching and Learning

REPORTS TO: Director of Teaching and Learning

DATE: 12/27/23

BARGAINING UNIT: Supervisor and Program Directors

BAND/GRADE: Salary Grade 17

SALARY RANGE: \$75,753.60 - \$86,632 (12 months)

JOB DESCRIPTION SUMMARY:

The purpose of this position is to direct the Red Wing American Indian Education Program, engage Native families in the community, and strengthen connections between educators and families to ensure Native student academic success and access to cultural learning.

This position requires some schedule flexibility to accommodate evening and weekend meetings and events, such as American Indian Parent Advisory Committee meetings or conferences.

The contract is year-round. Salary is aligned with the Red Wing Program Directors contract.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

Tasks involved in fulfilling above duty/ responsibility:

- Coordinate field trips for American Indian students
- Plan cultural events for American Indian families with the parent committee
- Collaborate with Prairie Island Indian Community and Cultural Liaisons and Dakota Language teachers at Red Wing Public Schools
- Facilitate the American Indian Parent Advisory Committee (AIPAC)
- Raise awareness and coordinate programming for important days in the Native community, such as Orange Shirt Day
- Manage the American Indian Education Program Budget
- Collaborate with the District Assessment Coordinator to collect data regarding American Indian students and experiences in Red Wing Public Schools to determine the needs
- Collaborate with Red Wing Public Schools staff to accurately and sensitively identify American Indian students

- Provide feedback to the Red Wing Teaching and Learning team to design learning experiences for students that center on American Indian People, achievements, culture, history, and ways of knowing
- Provide college and career readiness resources and support to American Indian students
- Complete State and Federal funding paperwork for the American Indian Education Program
- Work directly with AIPAC to create a district program plan based on the WBWF goals
 - All students are ready for kindergarten.
 - All achievement gaps between students are closed.
 - All students can read at grade level.
 - All students are ready for careers and college.
 - All students graduate from high school.
- Send updates from the American Indian Education Program to the Director of Communications
- Communicate with families regarding what students are learning and doing in the program, available resources, and upcoming school and Native community events.
- Compile quality resources on the American Indian K-12 curriculum.
- Keep the program website up-to-date with current photos, AIPAC meeting minutes, information, and events.
- Provide cultural information and insight to educators and Special Education IEP teams
- Participation in Individual Education Plan (IEP), 504, and Pre-referral Intervention meetings (as needed)
- Represent Red Wing Public Schools at Metro Indian Education Gatherings (quarterly) and participate in the MDE Dream Catcher Program
- Collaborate with teachers and counselors to ensure access to services and consistent intervention support
- Willingness to serve on the district Diversity, Equity, and Inclusion Committee
- Assist the district and finding or providing professional development for classroom teachers on how to be culturally responsive to Native students and families
- Other duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

- Extensive knowledge of Native culture, history, and ways of life is required.
- Experience working with Native communities is required.
- Experience in public schools and/or working with youth is preferred.

REQUIRED KNOWLEDGE AND SKILLS

A strong knowledge of Native history, tribal government, culture, and ways of knowing. Indigenous language knowledge is preferred, but not required.

Strong organizational and communication skills, comfort working with technology. CPL driver's license or willingness to attain it is preferred.

Able to build relationships with young people with a wide variety of academic needs, understand public school systems, and how to advocate for Native students.

ETHOS:

Understands the history of American Indians and public education and is committed to taking an equitable approach for Native students to thrive

Effective communication, collaboration, and interpersonal skills

Outstanding communication, presentation, and facilitation skills

Deadline-driven: Focused on both big-picture planning and project management to accomplish benchmarks

Able to challenge conventional thinking

Strong mathematical, statistical, and analytical skills

Able to give and receive feedback

PHYSICAL/MENTAL REQUIREMENTS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Mobility to work in an office or classroom setting, use standard equipment and stamina to stand for extended periods of time; strength to lift and carry up to 20 pounds; vision to

read printed materials and computer screens; and hearing and speech to communicate in person or over the telephone.

WORKING ENVIRONMENT:

Work is performed in an office or classroom setting.
Travel required to locations throughout the District.