



**Browning Public Schools
JOB DESCRIPTION**

Effective: 4/3/17



**Indian Education For All/Native American Studies/Blackfeet
Language Coordinator**

Summary of Functions

Facilitates all aspects of the Indian Education for All, Native American Studies and Blackfeet Language Programs of the District. Responsible for the inclusion of Blackfeet culture, history, language, traditions, and perspective into regular district curriculum and for assuring implementation through ongoing monitoring.

Duties and Responsibilities

- 1) Planning -Guides development, implementation and evaluation of Blackfeet studies curriculum and instructional services. Keeps abreast of developments in curriculum and instruction. Responsible for all Action Strategies in the district Strategic Plan related to NAS, IEFA and Blackfeet Language.
- 2) Administration -Submits requisitions leave requests to the Director of Curriculum and Instruction as needed.
- 3) Cooperation -Works with instructional leaders and teachers in carrying out the goals of IEFA. BNAS and Blackfeet Language. Facilitates all meetings of the NAS instructional staff and communicates with the Director of Curriculum and Instruction.
- 4) Staff Development- Facilitates training programs for NAS and Blackfeet Language instructional personnel as needed. Encourages the development, publication and use of new instructional materials by staff.
- 5) Resource Materials- Facilitates securing necessary resources to all district personnel to assure implementation of IEFA. Native American Studies and Blackfeet Language into the curriculum.
- 6) Public Relations- Serves as liaison to the Blackfeet Tribal Education Department, Blackfeet Community College, and other tribal education programs. Takes a leadership role in maintaining a successful Indian Education Parent Advisory Committee for Title VII, J.O.M., and the Native American Studies Program.
- 7) Reports- Prepares and submits required reports and related documentation as requested by the Director of Curriculum and Instruction.
- 8) Other- Performs such other functions and assumes such other responsibilities as the Executive Director of Special Programs may from time to time assign or delegate.

Organizational Relationships

Supervised by and reports to the Director of Curriculum and Instruction or designee.

Qualifications

Education/Experience -Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

- Bachelor's degree in education, Native American Studies or equivalent.
- Fluent speaker of the Blackfeet Language
- Certified teacher or administrator.
- Knowledge of curriculum methods, principle and practices.
- Knowledge of teaching-learning concepts.
- Proficient with desktop computers preferably in Word and Excel.
- Excellent communication and organization skills.
- Ability to supervise.
- Good work habits.

Desirable Qualifications – Previous successful experience as a teacher/school administrator. Knowledge of the community and the culture and traditions of the Blackfeet people.

Work Environment- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.