

Director of Indian Education Contract

THIS AGREEMENT entered into between **INDEPENDENT SCHOOL DISTRICT NO. 316, Greenway Schools**, hereinafter referred to as "**School District**", and **Lowana Greensky**, hereinafter referred to as "**Employee**".

RECITALS

The parties hereto recite and declare as follows:

- A. **School District** has a position of Director of Indian Education with regard to the multiple responsibilities of that position;
- B. **School District** wishes to employ **Employee** in the position of Director of Indian Education;
- C. The parties desire to set forth and describe the terms and conditions of their employment relationship.

NOW, THEREFORE, FOR THE REASONS SET FORTH ABOVE AND IN CONSIDERATION OF THE MUTUAL COVENANTS AND PROMISES OF THE PARTIES HERETO, THE PARTIES COVENANT AND AGREE, AS FOLLOWS:

I.

EMPLOYMENT – TITLE

School District agrees to employ **Employee** in the position of Director of Indian Education, and **Employee** agrees to accept such employment effective July 1, 2025 until June 30, 2026.

II.

DUTIES

The Director of Indian Education job description is attached hereto as Exhibit A and made a part hereof by this reference. The immediate supervisor of **Employee** shall be the Superintendent of **School District**.

The Employee will fulfill all duties of the Director of Indian Education within 208 hours.

School District shall have the total discretion and authority to set, establish, define, or redefine **Employee's** job duties and responsibilities during the term of this contract, and **Employee's** specific duties and responsibilities may be changed, altered or added to those set forth in the job description attached as Exhibit A.

This position requires a Bilingual/Bicultural education license.

III.

AT-WILL AGREEMENT

This is an at-will agreement and **Employee** shall be subject to termination at any time without reason or cause. The parties agree that this employment relationship will automatically end on June 30, 2025, unless the contract or agreement is renewed or extended in writing and upon approval of **School District's** Board.

IV.

COMPENSATION

Employee's compensation during the term of this contract shall be as follows: Employee shall receive compensation at the hourly rate of \$43.27 for 208 hours, with an annual salary of \$10,000. Employee will document time worked within the District's time keeping system. No district benefits are available with this position. Statutory deductions will be taken as required by law. Compensation will be paid September- May over 18 pay periods.

TITLES OF PARAGRAPHS

The various titles to the paragraphs in this agreement are used solely for convenience and they shall not be used for the purpose of interpreting or construing any word, clause, paragraph, or subparagraph of this Agreement. Any ambiguities in this contract shall not be construed against either party.

**SCHOOL DISTRICT:
INDEPENDENT SCHOOL DISTRICT NO. 316,
GREENWAY SCHOOLS**

Authorized Signature

Date

EMPLOYEE

Lowana J. Greensky

Lowana Greensky

Oct. 2, 2025

Date

Appendix A

American Indian Education Director

Classification: Exempt

Reports To: Superintendent

Blood-Borne Pathogen Risk Status: Low

Date of Review:

Summary of Position

The American Indian Education Director is responsible for the oversight of all operations of the program. This position will evaluate the effectiveness of the program implementations and lead the department goals. The position will also be responsible for the financial aspects of the department in addition to exploring all sources of funding for the American Indian Education Program.

Essential Functions

- Comply with the Family Educational Rights and Privacy Act (FERPA) and current educational privacy regulations to ensure student confidentiality.
- Develop program goals and communicate expectations to the American Indian Education Program Coordinator and Indian Home School Liaisons
- Build and maintain working relationships with the Greenway and Nashwauk Keewatin Schools Indian Education staff, the educational community, as well as tribal and community groups such as the GNK Local Indian Education Committee.
- Evaluate and research state, local, and federal funding opportunities for the program, and secure grant funding such as but not limited to; US Department of Education Indian Education Formula Grant (Title VI); MN American Indian Revenue; and Johnson O'Malley grants.
- Take part in the review of student academic progress and goals as part of the Greenway-Nashwauk-Keewatin Schools and share this information with each district's Administrative team in order to effectively evaluate the overall success of each district's current curriculum and their delivery of services.
- Provide guidance and re-direction to staff in situations of conflict resolution and employee relations.
- Provide support to the American Indian Education Program Coordinator and staff in handling various questions, concerns, and issues regarding school, student and family concerns as they relate to American Indian students..
- Evaluate employee performance and conduct employee reviews..

- Ensure American Indian Education policies and procedures are established and maintained following relevant state and federal regulations.
- Must maintain relevant knowledge of current laws in education and regulations pertaining to American Indian Education.
- Perform other duties as assigned.

Required Competencies

- Management and Leadership Skills
- Excellent Relationship Skills
- Strong Knowledge of Finance and Budgeting
- Strong Knowledge of American Indian Culture
- Excellent Communication Skills
- Ability to Adapt to Change & Work Independently
- Problem Solving Skills
- Time Management and Organizational Skills
- Computer Skills
- Flexibility

Supervisory Responsibilities

- This position will oversee and supervise the staff of the American Indian Education Program. This includes the American Indian Education Program Coordinator and Indian Home School Liaisons..

Work Environment

This position is in a professional K-12 grade public school environment. Office equipment is utilized on a daily basis such as computers, printers, scanners, fax machines and telephones. The work environment does present a direct exposure to medical biohazards; as a result there is a low risk of exposure to blood or blood-borne pathogens.

Dress Requirements

The professional dress requirement for this position will follow the professional appearance requirements within Greenway and Nashwauk-Keewatin Employee Code of Ethics and Conduct guidelines.

Physical Demands

This position is mostly sedentary, however will require the ability to walk on a regular basis. This position also requires the ability to see, hear, talk, reach, bend, and use hands and fingers. Some lifting may be required such as lifting telephones, boxes of mail, paper, and office equipment. The employee must not lift weight beyond their physical ability and must

get assistance when lifting weight greater than 35 pounds. The employee must follow proper back safety techniques when lifting any object.

Mission/Focus

Greenway and Nashwauk Keewatin maintain a mission to provide a high-quality education that empowers all students to be career, college and community ready.

Position Type/Expected Hours of Work

This is an exempt position. The regular hours and days of work will vary within a Monday through Friday work week from 8:00 a.m. to 4:30 p.m. and as designated.

Travel

There is regular travel required with this position to evaluate and monitor progress of the program, and to attend meetings and trainings.

Required Education and Experience

- Bachelor's Degree in Education or related field.
- Active license in elementary or secondary teaching, preferably an license related to American Indian Education.
- Minimum of 3-5 years of experience in a mid-level management or director level position in public education or related field.
- Knowledge of and/or experience in working with American Indian communities.
- Knowledge of current educational laws and regulations as they pertain to American Indian Education.

Preferred Education and Experience

- 8 or more years of experience in a management or director level position involving public education or related field.
- Extensive knowledge and experience in grant writing and program management and development.

Pre-Employment Requirements

- Must be legal to work in the United States.
- Must complete a pre-employment background check.
- Active Minnesota License in Elementary or Secondary Teaching.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.