

## CLASSIFICATION DESCRIPTION



TITLE: Ojibwe Language and Culture Coordinator

<b>Title of Immediate Supervisor:</b> Assistant Superintendent	<b>Department:</b> Teaching, Learning and Equity	<b>FLSA Status:</b> Exempt
<b>Accountable For (Job Titles):</b> Ojibwe Language Teachers, Misaabekong Teachers/Curriculum, Misaabekong Cultural Immersion Paraprofessionals		<b>Pay Grade Assignment:</b> Duluth District-wide Instructional Administrators' Association, TBD

<b>General Summary or Purpose Of Job:</b>
<p>The Ojibwe Language and Culture Coordinator position is a districtwide leadership position for the programming and curriculum for Ojibwe language which includes Oshki-Inwewin, the Misaabekong Immersion program and Ojibwe Language courses in the Duluth Public Schools. This position is responsible for the expansion, coordination, and alignment of American Indian Language and Culture initiatives and efforts pre-K-12. This position will develop and monitor schedules for all program staff and participate in teacher observations and evaluations; in collaboration with site Principal(s); will develop and implement culturally-based learning opportunities across all grades, will supervise consistent Family Engagement activities, and will provide information to families to ensure family involvement. This position will also serve as a lead staff member for programming and communications, as well as provide supports for program staff, including the facilitation of Professional Development workshops in the area of Indigenous language and culture, serve on leadership teams to assist in making program decisions, developing program policies, and communicating with administration on program progress and needs, and will collaborate with other district and program leaders to secure funding, assist in Tribal consultation, and improve educational outcomes for Indigenous students.</p> <p>This position will aid in the district and program goal areas of increasing enrollment, providing a safe and welcoming culturally-rich school environment, reduction in behavior referrals and suspensions, and high attendance rates of all students participating in Ojibwe language programs or courses.</p>

<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)
1.	Provide coaching, professional development, and support to district administration and site staff, in developing their understanding of Indigenous immersion/cultural education to address equity issues within the District.
2.	Monitor, maintain or expand student enrollment in Ojibwe language programming , Maintain knowledge of National, State, and District educational goals and standards.
3.	Assist Ojibwe teachers and support staff in curriculum development and program opportunities.
4.	Oversee and guide the Indigenous Language, Culture, and History Subcommittee in collaboration with district and program leaders in meeting District and community goals of reducing the academic gap, raising graduation rates, and addressing disparities affecting underserved populations.
5.	Assist in establishing academic and language benchmarks for each grade in alignment with developmentally appropriate learning experiences. Assist with development of assessments for benchmark screening and progress monitoring. Assist in the development of Ojibwe language curriculum, materials, and assessments as guided by the Minnesota Standards in each content area through an Ojibwe lens.

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6.	Communicate program information through appropriate venue, i.e. Infinite Campus, newsletters, phone calls, e-mails, conferences, etc. Communicate with students' families and supervise the planning of Monthly Family Nights.
7.	Assist Ojibwe program teachers on Individual Educational Plan team meetings to provide an additional cultural perspective to best support students
8.	Participate in Data Review and Student Support Teams when needed to ensure student success in Misaabekong and other Ojibwe programs; Assist in reviewing, interpreting, and analyzing student performance data to accurately identify student learning needs in collaboration with classroom teachers
9.	Create and revise Ojibwe policies and procedures to ensure student success, and the continuation and growth of the program.
10.	Collaborate with site staff in monitoring attendance and behavior concerns of students through monthly reviews.
11.	Facilitate the implementation of Misaabekong Immersion Program and Ojibwe language courses goals and objectives.
12.	Communicate and work collaboratively with others at all levels of the system to address student needs.
13.	Assist in creating a positive and safe school climate with Spanish immersion, English, and administration across the District.
14.	Provide annual reports to District advisory committees and School Board regarding Misaabekong and Ojibwe language courses regarding student data, progress, and performance.
15.	Facilitate professional learning communities for Misaabekong staff in collaboration with the Midwest Indigenous Immersion Network.
16.	Use technology to enhance instruction, task management, and communication.
17.	Facilitate scheduling and collaboration with elder-first speakers of Ojibwe language to assist with translating lesson plans, curriculum, and additional resources.
18.	Assist teams in developing and implementing math and reading interventions.
19.	In collaboration with site administrators, proctor teacher observations in order to provide an Indigenous cultural perspective within the existing evaluation systems.
20.	Maintain and improve professional skills by participating in building and department meetings, formal coursework, workshops, and seminars in an effort to stay current with best teaching practices in Indigenous immersion programs.
21.	Collaborate with site administration to network with State, Tribal, Private Colleges, and Universities for teacher recruitment through providing teacher training opportunities.
22.	Perform other duties and participate in other projects as assigned or requested.

<b>Minimum Qualifications:</b> (necessary qualifications to gain entry into the job not preferred or desirable qualifications)
<ul style="list-style-type: none"> <li>• Bachelor's degree in education, American Indian studies, Ojibwe language, or a closely-related field and at least three (3) years of experience as an educational leader or in a leadership position.</li> <li>• Experience working with school-age children and adolescents in an educational setting.</li> <li>• Experience working in an Ojibwe or other American Indian immersion environment.</li> <li>• Experience teaching in or administering an Ojibwe or other American Indian Language immersion program.</li> </ul>

<b>Preferred Qualifications:</b>
<ul style="list-style-type: none"> <li>• Elementary Education license or related field license or certification.</li> </ul>

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### **Knowledge Requirements:**

Requires knowledge of:

- Proficiency in the Ojibwe language (preferred "Intermediate - Advanced" rating under the ACTFL Proficiency Guidelines).
- Understanding of diversity issues, including recruitment and retention of a diverse staff.
- Learning theory, program planning, curriculum development, and management.
- Best practices for teaching and learning.
- Evolving research in Indigenous immersion education.
- Grammar and construction of the Ojibwe language.
- Ojibwe cultural values and practices.
- Fiscal management and budgets.
- Attaining resources for grants.
- District organizational structure, policies, procedures, rules, and regulations
- Principles and techniques of budgeting and financial management
- Capabilities of computer systems, software, and hardware related to the development and delivery of professional development and training material.

### **Skill/Ability Requirements:**

Skilled in:

- Demonstrated leadership skills, especially regarding cross-cultural interaction.
- Ability to facilitate various size groups, including conflict resolution.
- Demonstrated effective management and organizational skills.
- Demonstrated excellent written and verbal communication skills.
- Demonstrated ability to identify barriers in school or departmental systems, and the development and implementation of action plans.
- Demonstrated effective staff development, planning, and facilitation.
- Successful grant writing experience.
- Dealing with tension and stress in heightened situations.
- Flexibility in the role and environment of Ojibwe Language Immersion.
- Progress Monitoring of student success and implementation of Indigenous immersion practices.
- Maintain professional composure while dealing with a variety of personalities and situations.
- End-user skills with internal computer database systems such as Skyward and Infinite Campus
- Show initiative and function as a self-starter.
- Develop and integrate Ojibwe culture and technology into curriculum, instruction, and daily tasks.
- Develop effective and positive working relationships with students, staff, administrators, parents, and the community.
- Effectively navigate different communication styles to exchange or convey information.
- Negotiate, compromise, and manage conflict.
- Exercise professionalism when dealing with sensitive, complex, and confidential issues and situations.

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<b>Physical Requirements:</b> Indicate according to the requirements of the essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		√		
Walk				√
Sit		√		
Use hands dexterously (use fingers to handle, feel)		√		
Reach with hands and arms		√		
Climb or balance	√			
Stoop/kneel/crouch or crawl		√		
Talk and hear				√
Taste and smell	√			
<b>Lift &amp; Carry:</b>				
Up to 10 lbs.		√		
Up to 25 lbs.	√			
Up to 50 lbs.	√			
Up to 100 lbs.	√			
More than 100 lbs.	√			
<p><b>General Environmental Conditions:</b> Work is performed under normal office or classroom conditions and there are minimal environmental risks or disagreeable conditions associated with the work. There is exposure to outdoor weather conditions when providing culturally responsive experiences outdoors.</p> <p>The typical noise level is considered to be moderate.</p>				
<p><b>General Physical Conditions:</b></p> <p>Work can be generally characterized as:</p> <p>Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.</p>				
<b>Vision Requirements:</b> Check box if relevant				
	Yes	No		
No special vision requirements			√	
Close Vision (20 in. of less)				
Distance Vision (20 ft. of more)				
Color Vision				
Depth Perception				
Peripheral Vision				
<b>Job Classification History:</b>				