

POSITION DESCRIPTION
American Indian Education Clerical

SECTION I: GENERAL INFORMATION

Position Title: American Indian Education Clerical	Department: Teaching, Learning and Equity
Immediate Supervisor's Position Title: American Indian Education Coordinator	FLSA Status Non-Exempt
Pay Grade Assignment:	Bargaining Unit: Clerical Unit
General Summary of Purpose Of Job: Under general supervision, the American Indian Education (AIE) Program Clerical provides essential administrative support to American Indian Education program and the Coordinator of Indian Education. This role is fundamental in maintaining student data, facilitating communication with a diverse student population and their families, and offering comprehensive support to multiple parent committees. The AIE Program Assistant contributes to program compliance, assists with financial administration, and supports the coordination of key program events, directly aiding in the program's efficient operation and success.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES:

Duty No.	Essential Duties: (These duties are a representative sample; position assignments may vary.)
1.	Maintains accurate student data for the AIE program, including tracking student numbers and program participation.
2.	Provides administrative support to parent committees (such as the American Indian Parent Advisory Committee (AIPAC), Johnson O'Malley (JOM) Committee, and Title VI Committee), which includes scheduling meetings, preparing materials, maintaining records, and processing contact updates and reimbursements.
3.	Attends parent committee meetings when the AIE Coordinator is unavailable, taking detailed notes and representing the program.
4.	Assists with annual compliance and reporting requirements for the American Indian Education program, including JOM and Title VI reports, and submitting necessary documentation to the state (MDE)
5.	Supports the American Indian Education Program Plan, assisting the Coordinator with documentation and related processes (e.g., non-concurrence/concurrence).
6.	Process expense reimbursements for various program activities, including JOM.
7.	Assists with contract administration for program services, including drafting contracts for review.
8.	Supports the coordination and execution of major program events, such as the annual Graduation Banquet, by assisting with logistics, invitations, catering, gift ordering, and decorations.
9.	Creates and updates program-specific documents and forms, ensuring accuracy for various AIE initiatives.
10.	Assists with the management of program funding and its allocation within the AIE department.
11.	Performs general clerical and administrative duties as needed to support the overall efficiency and organization of the department.
12.	Performs other related duties as assigned, contributing to the overall success and operations of the American Indian Education program

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/EXPERIENCE REQUIREMENTS: Minimum education and experience required to perform adequately in position could reasonably be attained only by completing the following:

X	High school diploma or GED.
	Degree Required:
X	Required Work Experience in Addition to Formal Education/Training: Minimum three (3) years of administrative support or office clerical experience, preferably in an educational or community-focused setting, OR a combination of education and experience totaling (4) years.
	Required Supervisory Experience:

PREFERRED EDUCATION/EXPERIENCE REQUIREMENTS:

None required.

LICENSE/CERTIFICATION: (Identify licenses/certification required upon hiring:

None required.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM THE WORK

Knowledge

- Working knowledge of general office administration, record-keeping, and event coordination.
- Familiarity with basic financial processes, including expense reimbursements and contract documentation.
- Familiarity with basic computer applications for document creation and data entry.
- Knowledge of or willingness to learn about American Indian Education programs, relevant state/federal regulations (e.g., Title VI, JOM), and cultural protocols.
- Proficiency in Microsoft Office Suite and other relevant software for document creation and data management

Skills

- Strong organizational skills to manage multiple tasks, records, and event logistics.
- Clear and professional verbal and written communication skills for note-taking, correspondence, and committee interactions.
- Attention to detail and accuracy in data entry, financial processing, and compliance documentation.
- Ability to solve routine administrative problems.
- Effective interpersonal skills for engaging with families, committee members, and staff.

Abilities

- Work effectively under general supervision, following instructions and procedures.
- Prioritize tasks and manage time effectively.
- Maintain strict confidentiality of sensitive student and program information.
- Communicate clearly and respectfully with diverse stakeholders, including families and community members.
- Adapt quickly to new administrative procedures and system functionalities.
- Collaborate effectively with the AIE Coordinator and other departmental staff.
- Demonstrate cultural sensitivity in all interactions related to the American Indian Education program.

PHYSICAL REQUIREMENTS: Indicate according to the requirements of the essential duties/responsibilities

Employee is required to:	Never	1-33%	34-66%	66-100% Continuously
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		Occasionally	Frequently	
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	√			
Lift & Carry:				
Up to 10 lbs.			√	
Up to 25 lbs.		√		
Up to 50 lbs.	√			
Up to 100 lbs.	√			
More than 100 lbs.	√			
Vision Requirements:	Yes	No		
No special vision requirements	√			
Close Vision (20 in. of less)		√		
Distance Vision (20 ft. of more)		√		
Color Vision		√		
Depth Perception		√		
Peripheral Vision		√		
General Environmental Conditions:				
Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with the work. The typical noise level is considered to be moderate.				
General Physical Conditions:				
Work can be generally characterized as:				
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.				

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS:
N/A

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.	
_____	_____
Signature – Human Resources	Date
Job Classification History:	
Prepared by TS 5/2025	
Board Approval:	
Reviewed/updated:	
Reviewed/updated:	