

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 11/8/16



Recognition: ☐ Students ☐ Staff ☐ Parents
Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report
Action: ☐ Resignation ☐ Hiring ☐ Contract Service Agreements
 ☐ Travel Out-of-State ☐ Travel In State ☒ Approvals
 ☐ Termination ☐ Legal Matters ☐ Other:
 This action request pertains to ☐ Elementary (only) ☒ High School/District Wide

Date: 11/4/16

To: **John Rouse**
 Superintendent

From: Jason Andreas
 Title: Executive Director

Subject: **Position Creation - Blackfeet/Native American Studies Coordinator**

Description: Superintendent, John Rouse, is recommending the creation of a Blackfeet/Native American Studies Coordinator position to provide oversight and coordination for the District's Blackfeet Language Programs and curriculum.

Financial Impact: \$45,000 - \$55,000 Depending on Experience + 18% fringe + \$11,400 Insurance

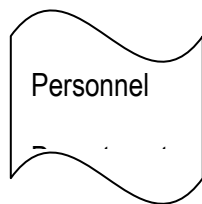
Funding Source (Budget/grant, etc.): 25%/75% Impact Aid

Attachment(s): Job Description

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to: _____



Browning Public Schools
JOB DESCRIPTION
Effective: November 8, 2016



Blackfeet/Native American Studies Coordinator

Summary of Functions

Facilitates all aspects of the Blackfeet/Native American Studies Program (B/NAS). 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 BNAS.
- 2) Administration – Submits requisitions to the Curriculum Coordinator for materials and equipment as needed.
- 3) Cooperation - Works with instructional leaders and teachers in carrying out the goals of BNAS. Facilitates all meetings of the BNAS instructional staff and communicates with the Curriculum Coordinator of Special Programs.
- 4) Staff Development – Facilitates training programs for BNAS 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 Blackfeet studies 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 IX, Language Immersion Classrooms, J.O.M., and the Native American Studies Program.
- 7) Reports – Prepares and submits required reports and related documentation as requested by the Curriculum Coordinator.
- 8) Other – Performs such other functions and assumes such other responsibilities as the Curriculum Coordinator may from time to time assign or delegate.

Organizational Relationships

Supervised by and reports to the Superintendent 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.
- ❑ Certified teacher or administrator.
- ❑ Knowledge of curriculum methods, principles and practices.
- ❑ Fluent in the Blackfeet Language.
- ❑ 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.