

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 11/24/2020



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

Date: 11/19/2020

To Browning School Board of Trustees **From:** Corrina Guardipee-Hall ED.S.
Title: Superintendent

Subject: Create BNAS Assistant Position 11/24/20 – 9/30/21

Description: The new Ai-po'yii Speaking the Blackfeet Language Grant outlines an assistant position within the approved budget. This position will Aid in the development, completion, interpretation and organization of Browning Public Schools (BPS) student and staff cultural assessments, and assessment data. This is a .5 FTE (20 hour per week) grant funded position with no guarantee of continued employment at the end of the grant funding cycle of September 30, 2021.

Financial Impact: Per Grant Budget up to **\$25,000.00** per year

Funding Source (Budget/grant, etc.):

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 24, 2020**



Blackfeet/Native American Studies Assistant

Grant Funded Position: No guarantee of continued employment at end of grant funding cycle which ends September 30, 2021

Summary of Functions

Aids in the development, completion, interpretation and organization of Browning Public Schools (BPS) student and staff cultural assessments, and assessment data.

Duties and Responsibilities

- 1) Assessment – Guides development, implementation and evaluation of Blackfeet studies cultural assessments for BPS students and staff to measure competency and growth of knowledge in Indian Education For All (IEFA) and Blackfeet Culture, History, and Language.
- 2) Administration – Submits requisitions to the BNAS Coordinator for materials and equipment as needed.
- 3) Cooperation - Works with BNAS Coordinator and BNAS Instructional Coach in carrying out the goals of the grant.
- 4) Staff Development –Participates in staff development as directed by supervisor in order to meet the goals of the grant.
- 5) Reports – Prepares and submits required reports and related documentation as requested by the BNAS Coordinator.
- 6) Other – Performs such other functions and assumes such other responsibilities as the BNAS Coordinator may from time to time assign or delegate.

Organizational Relationships

Works under the supervision and direction of the BNAS Coordinator.

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:

- Minimum of a High School Diploma or equivalent.
- Knowledge of Blackfeet Culture and Language.

- ❑ Knowledge of assessment methods, principles and practices, and ability to learn new techniques and methods
- ❑ Proficient with desktop computers preferably in Word and Excel.
- ❑ Excellent communication and organization skills.
- ❑ Ability to work without close supervision and meet deadlines.
- ❑ Good work habits.

Desirable Qualifications – College degree or certificate relating to position. 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.