



Job Description

ROUGH DRAFT

Job Title: Cultural Liaison Coordinator

Department: Indian Education and Community Education

FLSA (Fair Labor Standards Act) Status: Non-Exempt

General Definition of Work:

Performs intermediate human support work providing education, instructional and emotional support services to BIPOC (*Black, Indigenous, and People of Color*) students and their families. This position encourages and empowers all BIPOC (*Black, Indigenous, and People of Color*) to become active participants in the educational activities and programs of their children. The Cultural Liaison will develop and sustain a trusting and supportive relationship between students, families, and the district personnel by facilitating communication between students, families, and the school district.

This position provides general instruction in a specialized subject or assigned group of subjects, motivating students to develop skill in assigned subject matters while supporting appropriate conduct, speech and attire, and related work as apparent or assigned. Organizes additional student activities for BIPOC. Runs student affinity and other groups related to students who are members of BIPOC groups. The Cultural Liaison will report to the Indian Education Director, Principal, and Community Education Director. The Principal holds ultimate responsibility for oversight.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Duties and Responsibilities:

Serves on the special education team as a cultural liaison as mandated by federal law for American Indian students and their families at IEP and other meetings. Provides academic and personal support

to students belonging to BIPOC groups. Maintains contact with teachers for student assignments, progress, and concerns. Identifies attendance concerns and confers with the program director and assistant principal regarding attendance and other behavioral concerns. Updates parents on their student's academic and attendance status. Organizes direct student activities including cultural and post-secondary field trips, affinity groups, student organizations relating to BIPOC students, curriculum development for after school clubs and senior post-secondary planning and graduation needs. Maintains a parent contact/address list and completes all mailings. Records student grade point average, reviews report cards and advises students' of their progress. Assists with parent involvement opportunities and family special events. Compiles data regarding students' academic progress, attendance, behavioral concerns, and as needed for grant reports. Performs duties as deemed necessary. Develops plans to remove obstacles to student success.

Assist new families and students as they enroll in school, guide them in what they need to know about Rock Ridge Public Schools, and help file paperwork. Promotes a better understanding between cultural and ethnic groups within the community. Act as a consultant to staff regarding the culture of students and families. Provide conflict resolution regarding absenteeism, tardiness, behaviors, etc. when necessary.

When there are considerations that may affect the well-being of BIPOC students and families, the Cultural Liaison is consulted by the administrator in charge of the hiring process and provides valuable input on potential hires within the building(s) they work. Their insights help promote a supportive and inclusive environment. While the final hiring decisions are made by the school board, the liaison's perspective is an important part of the process.

Knowledge, Skills and Abilities:

General knowledge of the practices, methods and techniques used in the teaching of BIPOC populations. Uses skill in the use of classroom and instructional equipment; ability to maintain files and information; ability to deal effectively with students and teachers; ability to establish and maintain effective working relationships with students, teachers, parents, associates, administration and the general public. Must have the ability to relate to children and provide tutoring and support services. Must be organized and innovative. Must act in a professional, confidential, and dependable manner with students, their families, and school staff. Must have computer competency to meet the program's needs. Must be knowledgeable of a student's culture and family background. Must have knowledge of the Indian Child Welfare Act. Must be willing to make home visits. Must have understanding of unique challenges and opportunities BIPOC students have living on the Range. Must be able to help students surmount these challenges and opportunities.

Education and Experience:

Minimum of an Associate of Arts degree with a human services or education emphasis required, preferably with experience working with BIPOC students and families. This position is an "at will" position with the hiring to be determined collaboratively by a representative from the Indian Education Parent Committee, school administrative representation, two other school representatives, and a representative from the Cultures, Humanities, and Arts on the Iron Range Organization. Final approval

is by the School Board. Money to pay for this position will come through a combination of funds received through Indian Education and the school district.

Physical Requirements:

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires standing and speaking or hearing, frequently requires walking and stooping, kneeling, crouching or crawling and occasionally requires sitting, using hands to finger, handle or feel, climbing or balancing, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements: Knowledge of the unique educational and culturally related academic needs of BIPOC students.

Last Revised: 2/2025

