

## **JOB DESCRIPTION**

**DEPARTMENT:** EDUCATION SERVICES/INSTRUCTIONAL  
SUPPORT SERVICES - FEDERAL PROGRAMS

**JOB TITLE:** CONNECTIONS TEACHER HIGH SCHOOL AND  
INDIAN EDUCATION

**REQUIREMENTS:**

**A. Education Level:** B.S. Secondary Education

**B. Experience Desired:** Three to five years of teaching experience. Experience working with Native American students and their families.

**C. Physical Requirements:** Constant hand-eye/mind-eye coordination and hearing; intermittent sitting, standing, walking, bending, crouching, dialing, filing, fingering, grasping, indexing, inserting, keyboarding, lifting, driving, and speaking are required.

**D. Other Requirements:** Must have an ability to acquire a comprehensive working knowledge of school district policies, as well as the ability to communicate effectively with Native American students. Knowledge of Indian culture and history, as well as resources to assist Indian students with school completion. Must have a valid South Dakota driver's license and proof of full-coverage insurance.

**DATE:** Revised May 2001

**REPORTS TO:** High School Principal  
Supervisor for Indian Education

### **ESSENTIAL FUNCTIONS AND DUTIES:**

1. Serves as a contact person for the High School and the Office of Indian Education relative to student referrals for attendance, school enrollment, tardiness, cultural programming, and tutorial assistance.
2. Develops and teaches a study skills curriculum, which reflects organizational skills, listening skills, writing, oral communication and Native American culture and tradition.
3. Provides tutorial assistance to Native American students in a variety of subject areas.
4. Updates the High School Attendance Office and Office of Indian Education with information regarding student tardiness, absences and drops.

5. Organizes and implements Native American cultural programs and or field trips on a monthly basis for students and parents.
6. Attends staff meetings, attendance meetings, SAT meetings and other meetings as assigned by the Principal.
7. Completes all mileage and written reports associated with the position of Connections teacher.
8. Performs other duties that may be assigned by the administration.

**WORKING CONDITIONS:**

A. Inside

Outside

Both  
**XXX**

B. **Climatic Environment:** Work is occasionally conducted in a comfortable environment. Intermittently subjected to cold below 32 degrees and heat above 100 degrees.

C. **Hazards:** Occasionally subject to atmospheric conditions of odors, mists, and poor ventilation. Exposure to communicable diseases. Travel to various locations in and outside the city limits will cause exposure to hazardous driving and walking conditions.

**I have read and understand this job description and can fulfill the essential functions as listed.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**

Connections Teacher