

JOB DESCRIPTION

DEPARTMENT: EDUCATION SERVICES/INSTRUCTIONAL
SUPPORT SERVICES - FEDERAL PROGRAMS

JOB TITLE: NATIVE AMERICAN CONNECTIONS TEACHER
MIDDLE SCHOOL AND INDIAN EDUCATION

REQUIREMENTS:

- A. Education Level:** B.S. degree (Elementary K-8 or Middle School 5-8)
- B. Experience Desired:** One to three years of teaching experience preferred. 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 teacher's license and/or ability to obtain teacher certification upon selection. Possess a valid driver's license and proof of insurance.

DATE: May 2005

REPORTS TO: Middle School Principal
Supervisor for Indian Education

MAJOR DUTIES AND RESPONSIBILITIES:

1. Serves as a contact person for the Middle 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 Middle 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. Attends regular meetings of the Indian Education Supervisor and occasional Title VII Parent Committee for a progress report.
8. Advocates for Native American students attending assigned school.
9. Completes all mileage and written reports associated with the position of Connections teacher.
10. Performs other duties that may be assigned by the administration.

WORKING CONDITIONS:

A. <u>Inside</u>	<u>Outside</u>	<u>Both</u> XXX
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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