

SCHOOL DISTRICT OF BAYFIELD  
INDIAN HISTORY & CULTURE AND ACADEMIC RESOURCE INSTRUCTOR  
(POSITION DESCRIPTION)

QUALIFICATIONS:

- A. Indian History and Culture Teaching Certification PreK-12 (#927)
- B. First hand knowledge and respect for the Ojibwe philosophy, language, culture and history.
- C. Must be self-directed, possess motivation skills to assist teachers and staff and able to work with elementary and secondary students.
- D. Work cooperatively with staff, parents, community members and other child support systems in the best interest of the students.
- E. Understanding and respect for the culture and history of Native Americans in the State of Wisconsin.
- F. Valid Wisconsin driver's license, vehicle and liability insurance required.

POSITION: Indian History & Culture Instructor

REPORTS TO: High School Principal

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Act as a resource for students and teaching staff, on and about Native American traditional/contemporary language, history, and culture.
2. Present traditional/contemporary Native American culture, language, and history with local emphasis.
3. Monitor and promote the infusion of Native American culture into the K-12 curriculum.
4. Attend school, education, and community meetings that impact Native American students.
5. Submit report on activities related to infusion of culture into the curriculum on a monthly basis.

6. Maintain cultural resource materials in District library.
7. Remain updated on quality Native American materials for classroom presentations.
8. Work closely with staff in planning and implementation of curriculum activities which ensure a strong cultural emphasis.
9. Facilitate direct involvement of volunteers (parents, elders,) and community members in program.
10. Coordinate field trips and other student activities with teachers and staff.
11. Attend and participate in weekly staff meetings.
12. Maintain confidentiality.
13. Assist students with maintaining academic proficiency.
14. Monitor progress of each student weekly, quarterly, and by semester for attendance or grade progress.
15. Serve on committees which provide input on educational plans for students-at-risk.
16. These responsibilities are a general description of the primary duty assignments and are not intended to reflect each task associated with the position.
17. Other duties as assigned by administration.

### Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The work environment:

- is indoors;
- is in a temperature controlled area;
- is where frequent interruptions and distractions occur;
- is where moderate levels of noise are likely to occur;
- is where possible exposure to human blood and bodily fluids may occur.

APPROVED: June 14, 2010