

SCHOOL DISTRICT OF BAYFIELD
ACADEMIC RESOURCE COORDINATOR
(POSITION DESCRIPTION)

QUALIFICATIONS:

1. Wisconsin Indian Home School Coordinator (924) or Indian History and Culture (927) PK-12 Certification
2. Minimum educational requirement of Bachelor's Degree in Human Services, Psychology or a related field
3. Firsthand knowledge of the Ojibwe philosophy, language, culture and history
4. Ability to work cooperatively with staff, parents/families, community members and other child support systems in the best interest of students
5. Must be self-directed and possess motivational skills to assist teachers and staff and able to work with elementary and secondary students
6. The ability to use technology as a tool for teaching, learning, communication and data management
7. Possess good oral and written communication skills
8. Valid Wisconsin driver's license
9. Red Cliff Tribal Member preference, but qualified personnel receive consideration

REPORTS TO: Principal

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assist Native American students with establishing/maintaining academic growth and achievement
2. Provide tutorial support for student academic growth and achievement
3. Serves on committees which provide input on educational plans for students
4. Facilitate direct involvement of volunteers (community members; parents/families; elders) in educational programming
5. Monitor progress of Native American students for academic progress and attendance
6. Serve as a resource for students and staff on and about Native American traditional/contemporary language, history and culture
7. Monitor and support the infusion of Native American culture into the K-12 curriculum
8. Participate in school, educational organization/agency and community meetings that impact Native American students
9. Ensure that course outcomes are aligned with established standards and conduct curriculum alignment work as required
10. Prepare and present lessons on traditional/contemporary Native American culture and history with local emphasis
11. Act as a resource for maintaining cultural materials and resources in the District library
12. Participate in staff meetings
13. Prepare and submit reports as required
14. Maintain confidentiality
15. These responsibilities are a general description of the primary duty assignments and are not intended to reflect each task associated with the position
16. 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 primarily indoors with some outdoor activities expected
- Is in a temperature controlled area when inside and is subject to local weather conditions during outside activities
- 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 10, 2010

REVISED: May 13, 2013