

# Red Wing Public Schools Position Description

## School-Home Liaison / Native American Program Coordinator

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### General Information

Department:	District Administration and Support
Unit:	Non-Classified
Immediate Supervisor:	RWHS Assistant Principal or Indian Education Director
Grade Placement:	15
FLSA Status:	Exempt

### Position Summary

The School-Home Liaison / Native American Coordinator is responsible for serving as a liaison between Native American students, school staff, parents, and community resources.

### Essential Duties and Responsibilities

1.	Advocates for Native American students and their families within the school district and throughout the community.
2.	Supports Native American students and their families in understanding and navigating the school system to achieve academic success. <ul style="list-style-type: none"> <li>a) Visits homes of Native American children as appropriate to determine programming needs.</li> <li>b) Assists students with enrollment, registration, and other school processes.</li> <li>c) Acts as a communication liaison between parents and staff members through the use of phone calls, email messages, and personal meetings.</li> <li>d) Encourages family participation in conferences and other school activities.</li> </ul>
3.	Supports Native American students and their families with cultural adjustment and social-emotional development. Refers students and families to professional staff members when appropriate.
4.	Facilitates Native American student groups.
5.	Assists in implementation of programs and activities that enhance Native American student participation and achievement.
6.	Informs and educates staff members on issues about cultural competency, equity, and inclusion of Native American students. Provides information about community resources related to Native American students, families, and culture.
7.	Encourages families to complete paperwork to be eligible for participation in programs that provide services for Native American children and their families.
8.	Provides tutoring support for Native American children enrolled in Title VI programming with a goal of

	reducing the academic achievement gap.
9.	Researches potential grants and other funding sources for Native American programming.
10.	Represents the school district at Native American Parent Committee meetings. Organizes meetings in conjunction with leaders of the parent committee, invites students and families to meetings and gatherings, prepares agendas, takes notes, and distributes minutes.
11.	Performs other duties of a comparable level or type as apparent or assigned by his or her supervisor(s).

## Required Education, Training, and Work Experience

Required Education / Training: 4 years of college or similar experience

Degree Information: Bachelor's Degree or similar qualifications

Major Field of Study or Degree Emphasis: Guidance counseling , social work, psychology, education or related field

Required Work Experience: None

Licenses / Certifications Required:

- Valid driver's license in Minnesota
- Type III driver certification (within one month of employment)

## Essential Knowledge Required to Perform the Essential Functions of the Position

- Native American cultures and peoples;
- Public school systems;
- Needs of culturally and ethnically diverse populations;
- Issues of cultural integration and intercultural competence;
- Concepts in various school subjects;
- District educational and administrative policies and procedures;
- Laws, statutes, or guidelines pertaining to data privacy or related to duties and responsibilities of the work.
- Operation and use of office productivity software and applications utilized by the district in the maintenance of student records, files, and communications.

## Essential Skills Required to Perform the Work

- Communicating effectively on interpersonal and group levels.
- Collaborating with schools and community resources.
- Analyzing and assessing student needs, problems and issues.
- Bilingual listening and speaking skills in Dakota and English preferred.
- Communicating with and collaborating with parents, teachers, students and administration concerning student needs, student achievement, and social/personal concerns of students and their families.

## Typical Physical Demands for this Position

Summary of Physical Job Requirements:

Physical requirements associated with the position can be best summarized as Light Work: Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job.

Physical Job Requirements:

	Amount of Time Spent			
	None	1/3 or Less	1/3 to 2/3	Over 2/3
<b>Physical Activities</b>				
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle or feel			X	
Reach with hands arms		X		
Climb or balance	X			
Stoop, kneel, crouch or crawl		X		
Talk or hear				X
Taste or smell	X			
<b>Lifting / Forcing Exerted</b>				
Up to 10 pounds			X	
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Unusual or Hazardous Working Conditions Related to Performance of Duties:

Duties are generally performed in a typical classroom/school setting where there are minimal environmental hazards and risks. Home visits require reliable transportation. Employee(s) may be exposed occasionally to disagreeable conditions involving human/student/parental contact.

## Classification History and Approval

Created: 6/4/18

Revised: 03/22/2021