

# Red Wing Public Schools Position Description

## American Indian Education Program Director

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Department: Teaching and Learning  
Unit: Supervisor and Program Directors  
Immediate Supervisor: Director of Teaching and Learning  
Grade Placement: 17  
FLSA Status: Exempt

### Position Summary

The purpose of this position is to direct the Red Wing American Indian Education Program, engage Native families in the community, and strengthen connections between educators and families to ensure Native student academic success and access to cultural learning. This position requires some schedule flexibility to accommodate evening and weekend meetings and events, such as American Indian Parent Advisory Committee meetings or conferences.

### Essential Functions

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

1.	Coordinate field trips for American Indian students.
2.	Plan cultural events for American Indian families with the parent committee.
3.	Collaborate with Prairie Island Indian Community and Cultural Liaisons and Dakota Language teachers at Red Wing Public Schools.
4.	Facilitate the American Indian Parent Advisory Committee (AIPAC).
5.	Raise awareness and coordinate programming for important days in the Native community, such as Orange Shirt Day.
6.	Manage the American Indian Education Program Budget.
7.	Collaborate with the District Assessment Coordinator to collect data regarding American Indian students and experiences in Red Wing Public Schools to determine the needs.

8.	Collaborate with Red Wing Public Schools staff to accurately and sensitively identify American Indian students.
9.	Provide feedback to the Red Wing Teaching and Learning team to design learning experiences for students that center on American Indian People, achievements, culture, history, and ways of knowing.
10.	Provide college and career readiness resources and support to American Indian students.
11.	Complete State and Federal funding paperwork for the American Indian Education Program.
12.	Work directly with AIPAC to create a district program plan based on the WBWF goals: <ul style="list-style-type: none"> <li>- All students are ready for kindergarten.</li> <li>- All achievement gaps between students are closed.</li> <li>- All students can read at grade level.</li> <li>- All students are ready for careers and college.</li> <li>- All students graduate from high school.</li> </ul>
13.	Send updates from the American Indian Education Program to the Communications Manager.
14.	Communicate with families regarding what students are learning and doing in the program, available resources, and upcoming school and Native community events.
15.	Compile quality resources on the American Indian K-12 curriculum.
16.	Keep the program website up-to-date with current photos, AIPAC meeting minutes, information, and events.
17.	Provide cultural information and insight to educators and Special Education IEP teams.
18.	Participation in Individual Education Plan (IEP), 504, and Pre-referral Intervention meetings (as needed).
19.	Represent Red Wing Public Schools at Metro Indian Education Gatherings (quarterly) and participate in the MDE Dream Catcher Program.
20.	Collaborate with teachers and counselors to ensure access to services and consistent intervention support.
21.	Willingness to serve on the district Diversity, Equity, and Inclusion Committee.
22.	Assist the district and finding or providing professional development for classroom teachers on how to be culturally responsive to Native students and families
23.	Other duties as assigned.

## **Required Education, Training, and Work Experience**

Required Education: High School Diploma or equivalent

Degree Information: Highly qualified candidates may have an advanced college degree and/or advanced cultural knowledge and skills that were cultivated outside of an institutional college experience.

Related Work Experience: Extensive knowledge of Native culture, history, and ways of life and experience working with Native communities is required. Experience managing budgets and working with youth is preferred.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Effective communication, collaboration, and interpersonal skills
- Outstanding communication, presentation, and facilitation skills
- Deadline-driven: Focused on both big-picture planning and project management to accomplish benchmarks
- Able to challenge conventional thinking
- Strong mathematical, statistical, and analytical skills
- Able to give and receive feedback
- Strong organizational and communication skills, comfort working with technology. CPL driver's license or willingness to attain it is preferred.
- Able to build relationships with young people with a wide variety of academic needs, understand public school systems, and how to advocate for Native students.
- A strong knowledge of Native history, tribal government, culture, and ways of knowing. Indigenous language knowledge is preferred, but not required.
- Understands the history of American Indians and public education and is committed to taking an equitable approach for Native students to thrive

## **Physical and Mental Requirements**

- The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- Mobility to work in an office or classroom setting, use standard equipment and stamina to stand for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials and computer screens; and hearing and speech to communicate in person or over the telephone.
- Travel required to locations throughout the School District