



**Job Title:** Indian Education Specialist  
**Department:** Secondary Education  
**Reports To:** District ESL Coordinator  
**FLSA Status:** Exempt  
**Salary Schedule:** TT (Teacher on Special Assignment Level 2)

### **SUMMARY**

The Indian Education Specialist assists the District ESL Coordinator with the management and coordination of the WCSD Indian Education Program and helps individual schools do the same. In addition, this position assists with the coordination and facilitation of professional development for the district and individual schools teaching Indian students.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Monitors the tutoring American Indian (AI) students who are identified to be at risk.

Serves as a liaison among schools, district, and parents.

Meets with parents on a regular basis to share Title VII grant information.

Gathers data required for Title VII grant.

Meets with Indian Parent Advisory Committee (IPAC) to identify AI student needs and concerns.

Represents the Washington County School District (WCSD) AI community on various committees.

Attends local, state, and national Title VII meetings.

Assists in programs that facilitate success for AI students.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS** *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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Strong knowledge base in Indian education issues and in research related to:

- Title VII programming and program materials
- Identification
- Legal requirements
- Staffing
- Professional development
- Parent and community involvement

Demonstrated skill in literacy instruction and in professional development.

Strong knowledge base of core curriculum and in multicultural education issues.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from management, public groups, and/or the WCSD School Board.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work independently on routine tasks.

Ability to maintain discipline among students with positive strategies and to conduct learning activities with small groups of students.

#### **EDUCATION and/or EXPERIENCE**

A Bachelor's degree from four-year college or university.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

An active Utah Level 2 Teaching License.

A valid Utah Driver's License.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to use hands to handle, or feel, and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

Prepared By: <b>District ESL Coordinator</b>			Date: <b>8/14/2014</b>
Approved By: <b>Executive Director, Human Resources</b>			Date: <b>8/14/2014</b>
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: <b>HR Position Management Specialist</b>	Date: <b>3/18/2016</b>
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:	Date:

**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:**

*By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.*

Print Name:	Date:
Employee Signature:	