

**Job Description
Bismarck Public Schools**

**Title VI Indian Education Program
Cultural Responsive Coordinator**

Job Description Outline

The job of the Cultural Responsive Coordinator is to provide support for American Indian students. This position will work with schools to specifically identify individual school goals related to the American Indian community and state standards. This person will work with the American Indian students within Bismarck Public Schools and build their interpersonal and intrapersonal skills and build on the students' cultural understanding and journey toward graduating high school. The Coordinator will assist students in establishing personal achievement goals, enlist parental involvement in students' educational programs, work with current school staff to ensure access to community resources, provide cultural programming, and facilitating positive parent, school and student relationships.

This job reports to the Title VI Director and will work in schools without a current Parent Family Liaison.

This position is 8 hours per day and follows the school calendar.

Essential Functions

- Work with building administrators or designee to establish cultural programming for the school which are tied to state standards and the American Indian community.
- Work with the BPS District Staff to establish district events that support the American Indian culture.
- Work with American Indian students who qualify for Title VI and establish cultural groups and activities that are supportive of the American Indian population.
- Assist American Indian students in establishing personal goals on their journey toward graduation.
- Plan family meetings and parent involvement events (e.g. health and welfare, nutrition, counseling, problem solving, resolving conflict, emotional, physical and academic support, clubs and groups, etc.) for the purpose of providing for family support needs and complying with established guidelines.
- Utilize community and school resources to facilitate and/or provide Native American cultural and/or language programming.
- Assess American Indian student and family needs (e.g. conduct surveys, interviews, etc.) for the purpose of developing and implementing an action plan to remove barriers to the child's success in school and celebrate the success the children are experiencing.
- Visit families and students in school settings or other settings for the purpose of enrolling students in the program, interviewing parents/students, informing parents/students of cultural, school, and/or community resources.
- Maintain a variety of confidential and non-confidential manual and electronic lists and records (e.g. program participation, contact sheets, time sheets for tutor programs, student logs, agency referrals, etc.) for the purpose of providing required information and/or documentation.

Other Functions

Perform other related duties as assigned to ensure the efficient and effective functioning of Title VI and JOM.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: planning and managing activities; organizing work groups, facilitating student and parent work groups and celebrations, preparing and maintaining accurate records; and operating standard office equipment including pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percentages, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: community resources; early childhood development and parenting skills; life skills; and family support principles.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; communicating with culturally diverse populations, including those with limited English proficiency; maintaining confidentiality; setting priorities; and working flexible hours.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Experience: Job related experience within a specialized field is required.

Education: Bachelor's degree in job-related area.

FLSA Status: Exempt

Salary Grade: PB on the Professional Support Staff salary schedule.