

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

7/03 Effective Date	<u>RESOURCE TEACHER/INDIAN EDUCATION</u> Job Title	1.7.42A Index
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1. Primary Function: Plans, develops, aligns and implements, district curriculum for Native American children and Youth. Provides technical assistance to classroom teachers on cultural and diversity issues, and effective ways to meet the academic needs of this student population.

2. Responsible to: Director, Compensatory Education.

3. Assigned Responsibilities:
 - 3.01 Assists principals and other administrators in implementing the Oregon Indian Education Plan.
 - 3.02 Assists in defining objectives, planning curriculum, and selecting evaluation procedures for the Indian Education Program.
 - 3.03 Trains and monitors instructional assistants as tutors.
 - 3.04 Oversees tutor scheduling based on parent and school requests.
 - 3.05 Sets and monitors program goals.
 - 3.05 Assesses the educational needs of Native American children and youth.
 - 3.06 Prepares Individual Learning Plans (ILP's) to meet the needs of Native American children and youth.
 - 3.07 Serves as a resource for Salem-Keizer Public Schools in implementing the Oregon Indian Education Curriculum Plan.
 - 3.08 Prepares, oversees, and evaluates results of mid-year testing of all Indian Education students.
 - 3.09 Prepares grants and grant evaluations.
 - 3.10 Assists in developing and monitoring budgets for grants and other districts and outside resources for Indian Education youth.
 - 3.11 Attends IEP and discipline meetings as requested by parents and school staff.
 - 3.12 Coordinates with other Indian Education programs to plan and implement the American Indian leadership Academy for high school students.
 - 3.13 Plans and directs the 8th and 9th grade Academy level for Salem students.
 - 3.14 Plans and directs the Eagle Feather Ceremony graduation activities, and garnering funding.
 - 3.15 Plans and directs summer school programs.
 - 3.16 Organizes monthly parent board meetings.
 - 3.17 Assumes other responsibilities as assigned by immediate supervisor.
 - 3.18 Follows specified standards, policies, and procedures of the building and District.

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4. Key Relationships:

- 4.01 Director, Compensatory Education.
- 4.02 Principals, Curriculum Coordinators, Special Education staff, Counselors, Community Relations and Community Education staff. Coordinates the implementation of activities and programs.
- 4.03 Native American community education directors.
- 4.04 Indian Education program Parent Board.

5. Minimum Qualifications:

5.01 Licensure:

- 5.01.01 Valid Oregon teaching license.
- 5.01.02 Bachelor's degree or equivalent education.
- 5.01.03 Three years of teaching experience as a classroom teacher or equivalent in experience in working with Native American youth.

5.02 Demonstrated:

- 5.02.01 Ability in group processes and in organizational skills.
- 5.02.02 Knowledge of community, agencies, and resources regarding Native American youth.
- 5.02.03 Knowledge of needs of Native American students.

6. Term of Employment: Teacher contract.

7. Salary Level: Placement on teacher salary schedule.

8. Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Approved by: _____ Date _____
(supervisor)

Received by: _____ Date _____
(staff member)