

BECKER PUBLIC SCHOOLS JOB DESCRIPTION

Job Title: American Indian Liaison

Exempt Status: Exempt

Revision Date: August, 2025

Department: Community Education

Last Classification Review:

Reports To: Director of Community Ed

Job Summary:

Under the direction of the Director of Community Education, the American Indian Liaison is responsible for collaborating with and ensuring academic and social support for American Indian and ethnic minority students and families in Becker Public Schools.

The American Indian Liaison provides leadership, staff development, and MTSS input and support to all instructional and administrative staff.

This district leader is dedicated to learning and collaborating with students, families, teachers, and administrators to build individualized and community systems of support for American Indian students and students of ethnic minorities in the school district.

Essential duties outlined below are intended as “representative” examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification.

Supervisory Responsibilities:

Direct Supervision: None

Indirect Supervision: None

Essential Duties and Responsibilities:

- Collaborate with stakeholders to promote and support academic and social success of American Indian students, and students of ethnic minority in Becker Public Schools.
- Advance the success and cultural identity of American Indian students through advocacy, engagement, and strategic use of education aid funding??
- Build Relationships and design engagement programming for American Indian students and families.
 - Write the MN Indian Aid Grant for Becker Public Schools and coordinate the grant activities through the year.
 - Communicate and collaborate with American Indian Advisory Committee (AIPAC)
 - Facilitate 3-4 meetings annually with AIPAC - create agenda and sign in sheets
 - Complete concurrence report to the State of MN annually
 - Create, plan and conduct family engagement events (sometimes on weekends for family availability) - these can be on the same dates as AIPAC meetings
 - Meet with student groups at each site to build relationship and community
 - Provide constant communication with American Indian families to keep them

- engaged
 - Organize travel and registration for American Indian students and families to annual Powwow
 - Collaborate with outside organizations to organize field trips for native students (ie: College visits, Sherburne Wildlife Refuge)
 - Host family dinner honoring American Indian student graduation
- Support cultural understanding for district employees.
 - Create budget and work with sites to schedule cultural programming events for the year
 - Provide cultural interpretation between students, families and staff as needed
 - Serve as point of contact for staff questions regarding culture
 - Collaborate with site leadership and teachers to conduct student and staff presentations
 - Assist with crisis situations involving minority students which require immediate action
 - Collaborate with school staff to investigate allegations of racism or discrimination
 - Assist in curriculum identification and inclusion of American Indian contributions by subject matter (English, Math, Science, Social, Music, Art)
- Support Academic and Social Success of American Indian students and students of ethnic minority.
 - Meet with individual students to understand strengths and interests
 - Advise on academic performance, and career and college readiness
 - Arrange tutoring for American Indian Students as needed
 - Monitor student assessments if requested
 - Attend student IEP meetings if requested
 - Provide direct guidance and collaborate with HS School Counselors to ensure students meet academic requirements for graduation
 - Arrange and facilitate visits to career or college fairs and/or college visits
 - Help students apply for college acceptance if desired
 - Advocate for students and families while helping students and families understand and navigate school district programs and procedures
 - Work independently while maintaining the integrity of the plan
- Support increased cultural awareness for American Indian students and students of ethnic minority.
 - Facilitate student book studies
 - Meet with student groups
 - Curate and maintain American Indian lending library
- Actively look for and apply for grants to support American Indian programming and career and college readiness (Including American Indian College Fund).

Minimum Qualifications:

Requires a minimum of a Bachelor's Degree. Must have a valid driver's license and reliable transportation.

Essential Knowledge And Specialized Subject Knowledge Required To Perform The Essential Functions Of The Job:

- Knowledge of American Indian history, traditions, customs, and culture.
- Knowledge of child development.
- Ability and desire to work with and support diverse staff, learning styles, and personalities.
- Understanding of basic office equipment and software used by the district in maintaining records and files (i.e. word processing software, student record databases).

Essential Skills Necessary To Perform The Work:

- Relationship building with diverse groups of people (students, families, staff).
- Ability to prioritize tasks.
- Ability to organize and host special events.
- Ability to work independently.

Work Environment:

Work responsibilities are performed in a typical school setting. The potential for electrical shock can exist when working with electrical and electronic components but the risk of environmental and physical hazards and risks can be characterized as minimal given the training, application of safety precautions and procedures.

Physical Job Requirements:

Exerting up to 20 lbs. pounds of force occasionally and/or a negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects, including the human body.

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.