



Duluth

Public Schools

**American Indian
Education
Coordinator**

The Duluth Public School's Community Education Office is committed to providing lifelong learning opportunities that complement and support educational programs. The Community Education Office provides opportunities for all ages through classes and activities which serve social, recreational, enrichment and academic needs.

The Position

The American Indian Education Coordinator is responsible for planning, implementing and administering all aspects of the American Indian Education programs to foster educational and personal development of American Indian students ensuring consistent adherence to established State and Federal statutes and guidelines established by Minnesota Department of Education (MDE). The Coordinator serves as primary liaison between the District, American Indian Parent Committees and the broader Duluth community to ensure culturally responsive practices and to support academic achievement through community-based cultural values. They are responsible for advocating for the needs of American Indian students, providing comprehensive assistance, advice and support to both students and staff. Responsibilities include overseeing all departmental and grant fiscal matters, including managing State and Federal funds and budgets in collaboration with other departments on grant preparation and financial oversight as well as partnering with curriculum staff to incorporate American Indian Learner outcomes into District curriculum and creating alternative assessments aligned with American Indian experiences. The Coordinator works collaboratively with the American Indian community and various Parent Committees to assess needs, develop effective programming and facilitates regular meetings to address concerns while following MDE guidelines and District priorities. This role requires partnership with Parent Advisory Committees and program staff to identify and plan future programming supported by grant funding while also conducting assessments and in-house evaluations to monitor program progress. Additional roles include supervising and evaluating staff within the American Indian Education Department setting goals and improvement plans.

This is a Duluth District-Wide Instructional Administrators Association contract position that reports directly to the Director of Advancing Equity. The American Indian Education Coordinator manages American Indian Home School Liaisons.

The Ideal Candidate

The ideal candidate will have a comprehensive understanding of diverse American Indian cultures, histories, traditional values and contemporary issues as well as a familiarity with Tribal programs and resources serving American Indian people. Additional skills essential to the position include understanding of culturally responsive teaching methodologies, knowledge of educational best practices for American Indian youth achievement, cultural identity and trauma-informed practices applicable to American Indian students. This position requires an individual who is an effective leader and possess advanced interpersonal and human relation skills for collaborative relationships with diverse stakeholders. This position requires an individual who is proficient in program planning, implementation, evaluation, project management and assessment. This position requires an individual who also possesses a willingness to identify problems and demonstrates the flexibility to address changes in the District in a timely and effective manner. Experience in working across multi-functional teams in a fast-paced work environment is a must! As a leader and mentor who is dedicated to the success of American Indian students, the American Indian Education Coordinator will be a thoughtful advisor who anticipates issues and looks for innovative ways to solve systemic problems and who sees their role as being an important part of the District's team. The new American Indian Education Coordinator will possess a balance of assertiveness and diplomacy, be a good listener, fair-minded, and be willing to discuss various matters candidly. This position requires a person capable of operating with significant independence and initiative, while being adept at innovative problem-solving. This is a position of public trust and transparency; personal integrity and ethics must be beyond reproach.

What we are looking for

American Indian Education

The American Indian Education Department oversees planning, implementation and administration of American Indian Education programming and ensures that culturally responsive practices and student academic achievement is based in cultural values. The department ensures consistent adherence to State and Federal statutes and guidelines established by the Minnesota Department of Education.

Services include:

- American Indian Education
 - Promotes youth leadership, provides academic support and encourages career development for American Indian students based on American Indian values, culture, and language.
 - Works to strengthen and promote positive experiences and educational outcomes for American Indian students by building relationships, valuing language, culture and the complex history of Indigenous peoples.
- American Indian Home School Liaisons
 - Disseminates knowledge of American Indian culture to special education and general education staff on effective communication strategies related to American Indian families.
 - Provides information about culturally competent interventions.
 - Works as a contact point for parents and students to answer questions that arise during evaluations, fostering communication and involvement.
 - Works with families to identify ways to support student's educational goals.
 - Facilitates communication between the schools, families, and community service agencies.

Our District

Duluth Public Schools are working to inspire every student to achieve their potential and preparing students to lead productive, fulfilling lives as citizens of Duluth and the wider world.

District Profile:

Total district enrollment:	8000
Total licensed staff:	787
Total classified staff:	501

Schools:

- 9 Elementary Schools
- 2 Middle Schools
- 2 High Schools
- 1 Area Learning Center (Alternative High School)
- 1 Online High School
- 5 Residential/Day Treatment locations
- Additional programming including Duluth Adult Education/GED, Early Childhood Services, and Community Education.



Community Vision and Priorities

We will build on our shared beliefs and values of unity, high achievement and responsible use of resources to create Duluth Public Schools and classrooms that are safe, supportive and inclusive. We will work to inspire every student to achieve their potential, and prepare students to lead productive, fulfilling lives as citizens of Duluth and the wider world.

Who we are.



Our Community

Duluth, or Onigamiising in Ojibwe, is the seat of St. Louis County, the largest city in the northern two-thirds of Minnesota, and the fourth largest city in the state. It is located on the western tip of Lake Superior and its city limits encompass 67 square miles of land and nearly 50 square miles of water. It is part of the Twin Ports metropolitan statistical area which includes all of Wisconsin's Douglas County, and Minnesota's Carlton, Lake, and Saint Louis counties which boasts a population of 291,638, ranked as the 170th largest metropolitan area in the United States.

The City of Duluth is a major port city in Minnesota and serves as the county seat of Saint Louis County. Duluth has a population of 86,293 and is the fourth largest city in Minnesota. Situated on a hillside along Lake Superior's north shore, Duluth is 23 miles long and eight miles wide at its broadest point. It is considered a regional center for Northern Minnesota, Northwest Wisconsin, Upper Michigan, and Lower Ontario. The City is built into a steep rocky hillside, with an elevation change of approximately 900 feet, and temperatures and weather that can vary greatly from season to season and even day to day, due to the proximity of Lake Superior (Kitchi Gammi).

After years of building economic diversity, Duluth is growing into a robust regional economic, medical, aviation, higher education, outdoor recreation and arts center. Duluth has long been recognized as an innovative region that is supported by a wide variety of services and industries, including the largest, farthest inland freshwater port, the Port of Duluth-Superior.

With 100,000 acres of green space alongside the shores of Lake Superior, Duluth embraces its four seasons with pride. Our waterfront location makes Duluth a premier destination for recreation and entertainment, with miles of water, beach and trails for water skiing, boating, fishing, and other adventure activities. Duluth has been voted Outside magazine's best outdoors town in America, and was ranked in the 2021 top 10 Remote-Ready Cities in the US by Livability, providing 129 municipal parks with a total of 6,834 acres of city parkland. The City provides 150 miles of unpaved hiking trails, 85 miles of bike-optimized, multi-use trails, and 30 miles of paved, accessible trails. The City is home to 2 ski hills, 16 designated trout streams and Lake Superior, the world's largest freshwater lake by surface area. Outdoor tourism is a major part of the city's economy with approximately 6.7 million people visiting Duluth annually.



The city also boasts a vibrant arts culture, home to art museums, theater, and numerous festivals throughout the year. It is the home of two colleges and a university whose local sports teams include nationally ranked and championship teams.

Compensation & Benefits

The annual salary for this position is dependent upon the background and qualifications of the successful candidate up to \$100,800.

The Duluth School District offers an excellent, competitive and comprehensive benefits program which includes medical, prescription drug, dental, life, and disability coverage. A pension plan, tax sheltered annuities program, flexible spending accounts (FSA), health care savings plan, and employee assistance program round out the District's robust benefits program. The District also has generous provisions for vacation, holidays, family and medical leave, and other types of paid and unpaid leave.

Work Schedule

Typical work schedule - 8:00 a.m. to 5:00 p.m. This leadership position will include evening and after-hours meetings. Holidays - 13 fixed per year.

Retirement

Minnesota Public Employees Retirement Association (PERA).

Tax Sheltered Annuities

Tax sheltered annuities plans are available at the employee's option.

Health Benefits

The District pays a significant portion of the premium for medical hospitalization, dental and prescription coverage for employees and dependents and offers Health Reimbursement Account (HRA) funding. Section 125 (Flexible Spending Account) — employees may participate on a pre-tax basis for daycare and medical expense reimbursement.

Life Insurance

Policy value of \$100,000.

**For a complete list of benefits offered,
please visit <https://www.isd709.org/departments/human-resources/benefits>.**

This position is Exempt from FLSA (Fair Labor and Standards Act),
does not qualify for overtime compensation.



What we offer.

Minimum Qualifications

The position requires a commitment to uphold Duluth Public School's values, a belief that all children deserve a rigorous and equitable education that prepares them for college and for life. This position calls for substantial experience providing strategic direction and visionary leadership that fosters an environment of equity and inclusion for all students. It is preferable that candidates have extensive public forum exposure requiring the strongest of communications and management skills.

Demonstrated expertise and experience managing staff is strongly preferred. Candidates must have a strong management and leadership presence, well-developed decision making and follow-up abilities and be able to function in a team-oriented environment. Assistance to and continuous exposure in dealing with the Duluth School Board, community and family groups will require high levels of patience. The ability to effectively manage multiple, and sometimes competing priorities as well as lead and motivate team members is essential.

Required education and work experience includes:

- A minimum of a baccalaureate degree in education, Indian Studies, social science or a closely-related field and at least three years experience working with Native American students at various grade levels, collaborating with students, families, and colleagues from a variety of ethnic, racial, and cultural background. Must be knowledgeable of Native American Indian culture, history, values, and communities.
- An equivalent combination of education, training, and/or experience totaling five years of successfully performing essential functions will also be considered.
- At least one year of supervisory experience within a school district or a social service agency specifically working with the American Indian community, parents, and students of the same or similar heritage.

Preferred education and work experience includes:

- Proficiency in an American Indian language, particularly Ojibwemowin (Ojibwe), is highly preferred.
- American Indian Preference in Employment
 - In accordance with Section 703(i) of Title VII of the Civil Rights Act of 1964 (42 U.S.C. & 2000e-2(i)), which permits the preferential treatment of American Indian individuals for employment on or near an Indian reservation.
 - This preference is based on the unique political relationship between the U.S. government and American Indian tribal governments, recognizing the essential role of American Indian individuals in leading and administering programs designed to serve American Indian students and communities.

Please visit <https://www.isd709.org/departments/human-resources/job-opportunities/index> for additional duties and requirements.

Application & Selection Process

To be considered, please submit an online application through the District's website. Include a resume, cover letter, and proof of education.

A limited number of the best-qualified candidates - based on the information provided on the application and attachments — will be invited to participate in the selection process. Selection for this position may include an initial screening and an oral board interview to establish top candidacy for the final selection.

For more information, contact Theresa Severance, Human Resources Director at theresa.severance@isd709.org.

**DULUTH PUBLIC SCHOOLS IS AN
EQUAL OPPORTUNITY EMPLOYER.**

<https://www.isd709.org/careers/apply-now>