

**POSITION DESCRIPTION**

Professional –Technical Level G

Non-Exempt, 180 days/per year, Full benefits package available.

**SUMMARY**

The ENAEP Native Education serves urban Native American/Alaska Native students in Bellevue, Lake Washington, and Northshore School Districts. The position supports Native/Alaska Native students and families from over 90 different Tribal Nations.

**ESSENTIAL JOB FUNCTIONS:**

- Establish, coordinate and plan meaningful culturally appropriate mentorship, engagement, and connection for Native students.
- Serve as an advocate to ensure students receive access to all programs in the districts.
- Respond to inquiries for the purpose of resolving problems, providing information and/or referring to appropriate personnel.
- Increase knowledge of cultural identity and awareness through cultural enrichment project-based activities.
- Provide Native American Language Instruction through Language Exploration classes.
- Provide once a week culturally focused after-school program.
- Support student advocacy and leadership through clubs and Native Youth Leadership Academy.
- Develop relationships with students for the purpose of building confidence, developing pride in their tribal heritage, and addressing areas of challenge.
- Increase parent participation through monthly parent committee meetings.
- Seek advice from Elders Council by meeting regularly.
- Engage in Tribal Consultation with local tribes with Snoqualmie Indian Tribe and Tulalip Tribes.
- Develop Title VI Grant with the help of Native Parents, Students, Elders.
- Monitor Title VI Grant for the purpose of ensuring that performance outcomes are achieved within budget and Title VI grant objectives.
- Maintain documents, files, and records for compliance with district, local, state, and federal regulations.
- Collaborate with others for the purpose of identifying issues, developing plans, and providing direct instruction or consultation in a school setting to support positive school outcomes while strengthening cultural awareness.
- Participate/present in meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform functions and provide professional development.
- Perform other related duties as required.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:**

**KNOWLEDGE OF:**

- American Indian/Alaska Native culture, community, traditional knowledge, history, tribal nations, and social/educational resources in Washington State/King County specifically serving an urban Native community.
- Knowledge of tribal protocol and Native practices.
- Curriculum coordination, support and consultation.
- Community development and effective culturally grounded community engagement and connection strategies
- Research-based best practices for academic outcome improvement, learning and development strategies for American Indian/Alaska Native learners, and Indigenous-centered research and pedagogy.

- American Indian/Alaska Native student learning needs and adverse student experiences which may inhibit academic success.
- Alignment of cultural education and culturally responsive learning models that will increase student achievement and support Native students graduating and being future ready.
- Program/project development and capacity building (e.g., grant writing)
- Staff professional development
- Student/family data-gathering, assessment, and reporting processes
- General health care and social services
- School board policies and procedures

**ABILITY TO:**

- Establish trusting relationships with students, families, extended families, community partners and the public.
- Participate in and support curricular and extra-curricular gatherings with students, their families, and staff.
- Demonstrate deep understanding of, and experience with, cultural competence and culturally grounded practices in education.
- Make sound decisions and resolve conflicts tactfully and diplomatically.
- Communicate effectively and clearly both verbally and in writing at all levels.
- Operate a computer and related software.
- Establish and maintain effective working relationships with staff.
- Remain flexible to changes in assignments or situations.
- Organize activities, set priorities, deadlines, and follow instructions.
- Contribute to project and team development in a positive, proactive manner.
- Work independently and with minimal supervision.
- Maintain strict confidentiality and adhere to FERPA guidelines.
- Comply with school board policies and follow administrative procedures.

**EXPERIENCE & EDUCATION:**

- Bachelor's degree in education, American Indian/Native/Indigenous studies, American Indian/Native/Indigenous education and pedagogy, education leadership, science, political science, literature, social services, or equivalent experience working with Native communities.
- 3-5 years working specifically with and on behalf of an American Indian/Alaska Native population (urban/suburban or tribal), a Native-serving organization/entity/project/program (tribe, non-profit, agency, school district), and experience working with linguistically diverse tribal communities.

**PREFERRED QUALIFICATIONS:**

- Master's degree in education (specialization or certificate in Native Education a plus), American Indian/Native/Indigenous studies, tribal governance, social services, social sciences, educational leadership, or equivalent experience working with Native communities.
- Specialized expertise in culturally rooted and responsive teaching strategies for American Indian/Alaska Native learners and support of families of Native learners.
- Specialized knowledge and expertise about our primary federally recognized tribal partners Snoqualmie Indian Tribe and Tulalip Tribes, the 29 federally recognized tribal nations of WA State, and tribal nations throughout the United States.
- Additional education or experience/expertise in using learning strategies which most effectively serve the academic and social emotional learning needs of American Indian/Alaska Native students.
- Enrolled member of a federally recognized Native American tribe or registered member of a First Nation

## **WORKING ENVIRONMENT:**

Generally, the job requires 80% sitting, 10% walking, and 10% standing. The job is performed indoors under minimal temperature changes and a generally hazard free environment. The usual and customary methods of performing the functions of this job require the following physical demands:

- Frequent reaching, handling, fingering and/or feeling.
- Occasional lifting, carrying, pushing and/or pulling.
- Seldom climbing and balancing.
- Seldom stooping, kneeling, crouching and/or crawling.
- Travel to schools, homes, and regional, state, and national conferences.
- Attend cultural activities and events.

## **APPLICATION PROCEDURE**

External and Internal Applicants: Submit an online application @ <http://www.lwsd.org/employment> and apply to this posting.

**A letter of interest and resume are required in addition to the application materials and should be uploaded to the application under the ATTACHMENTS page.** You may attach up to three letters of recommendation if desired.

## **FINALISTS WILL BE CONTACTED FOR AN INTERVIEW**

### Immigration Reform and Control Act Requirement:

All new employees are required by law to submit documentation to Human Resources proving eligibility to work in the USA by completing an employment eligibility form within three days of employment.

Applicant Disclosure Statement: Pursuant to Chapter 486, Laws of 1987, all applicants must complete the disclosure form provided by Human Resources at the time of application.

Background Check on Recommended Candidate: Human Resources will perform reference check inquiries on recommended candidates. According to 1992 legislation ESHB 2518, all school employees with regularly scheduled unsupervised access to children are required to have a criminal background check, which includes fingerprints.

The Lake Washington School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups.

The following employees have been designated to handle questions and complaints of alleged discrimination:

Civil Rights Coordinator, Director of Human Resources, 425-936-1251, [civilrights@lwsd.org](mailto:civilrights@lwsd.org);  
Title IX Coordinator, Director of Athletics and Activities, 425-936-1289, [titleix@lwsd.org](mailto:titleix@lwsd.org); and  
504 Coordinator, Director of Special Services, 425-936-1407, [section504@lwsd.org](mailto:section504@lwsd.org).

Address: 16250 NE 74th Street, Redmond, WA 98052.

**LAKE WASHINGTON SCHOOL DISTRICT IS A SMOKE-FREE WORKPLACE.**