

### SECTION I: GENERAL INFORMATION

<b>Position Title:</b> Ojibwe Language Instructor and Curriculum Developer	<b>Department:</b> Teaching and Learning
<b>Reports to:</b> Building Administration	<b>FLSA Status:</b>
<b>Classification:</b> Teacher	<b>Bargaining/ Work Unit:</b> Education Richfield
<b>Position Last Updated:</b>	<b>Next Position Description Update:</b>

### SECTION II: JOB SUMMARY

To develop materials and lesson plans; conduct instruction; regularly evaluate instructional material for grade appropriateness; and continually assess student development and performance all in a fully proficient manner as defined in the five domains from the District's Framework For Teaching.

To develop curriculum and a scope and sequence around Ojibwe Language 1, 2, and 3 courses both creating synchronous and asynchronous opportunities for student learning. Procuring materials and resources to create robust language learning.

To support the professional development and learning experiences for students, staff, and community members in Ojibwe language and culture.

### SECTION III: DUTIES AND RESPONSIBILITIES

<b>Duty/ Responsibility Number:</b>	1	<b>Statement of Duty/ Responsibility:</b> Instruction: Teaching Ojibwe Language 1 classes
<b>Percent of Time:</b>	20%	

#### Tasks involved in fulfilling the above duty/ responsibility:

- Demonstrates proficiency in planning and preparation related to: knowledge of content and pedagogy; knowledge of students; selecting instructional goals; knowledge of available resources; designing coherent instruction; and assessing student learning.
- Demonstrates proficiency or better in establishing and managing the classroom environment including: creating an environment of respect and rapport; establishing a culture for learning; managing classroom procedures; managing student behavior; and organizing the assigned physical space.
- Demonstrates proficiency in classroom instruction including: communicating clearly and accurately; using questioning and discussion techniques; engaging students in learning; providing feedback to students; and demonstrating flexibility and responsiveness.
- Facilitates student participation in problem based learning through open-ended inquiry, and authentic, real world problems.

- Performs other job-related responsibilities as apparent or assigned.
- Selects and requisitions appropriate books, materials, instructional aids and other supplies and equipment and maintains inventory records.

<b>Duty/ Responsibility Number:</b>	<b>2</b>	<b>Statement of Duty/ Responsibility:</b> Collaboration: Teaching Ojibwe Language 1 classes
<b>Percent of Time:</b>	5%	

**Tasks involved in fulfilling above duty/ responsibility:**

- Accesses appropriate services and resources to meet specific learning differences or needs of students.
- Participates in the school and district community by serving on committees.
- Attends student, staff, and parent meetings as deemed appropriate.
- Attends school faculty, team, and committee meetings as appropriate.
- Participates in a professional learning community of data analysis, goal and plan development, and reflection.
- Engages in professional development offered by the school and district.

<b>Duty/ Responsibility Number:</b>	<b>3</b>	<b>Statement of Duty/ Responsibility:</b> Communication/ Technology Proficiency: Teaching Ojibwe Language 1 classes
<b>Percent of Time:</b>	5%	

**Tasks involved in fulfilling above duty/ responsibility:**

- Demonstrates proficiency in meeting one's professional responsibilities including: reflecting on teaching; maintaining accurate records; communicating with families; contributing to the assigned school and District; growing and developing professionally; and showing professionalism.
- Demonstrates a skilled level of performance on basic computer operations and file management including: assisting others in technology competencies; using keyboard shortcuts; setting up a computer for use with peripheral devices; competency using the basic and more advanced features of the PC operating systems; transferring files among available storage devices; and regularly performing file backups.

<b>Duty/ Responsibility Number:</b>	<b>4</b>	<b>Statement of Duty/ Responsibility:</b> Ojibwe Language curriculum developer for Ojibwe Language 1, 2, and 3 courses.
<b>Percent of Time:</b>	40%	

**Tasks involved in fulfilling the above duty/ responsibility:**

- Create a scope and sequence of Ojibwe Language courses that can be offered both synchronously and asynchronously working with other language teachers to align in scope and sequence.
- Procure resources to support the Ojibwe Language courses and support the development of Ojibwe Language lessons and resources throughout other courses in Richfield Public Schools.
- Provide professional development opportunities for staff to learn more about Ojibwe Language and Culture.
- Find and communicate to staff opportunities for staff to learn more about Ojibwe Language and culture.

<b>Duty/ Responsibility Number:</b>	5	<b>Statement of Duty/ Responsibility:</b> Supporting the Indigenous Education Coordinator to offer enrichment opportunities for students and offer community language opportunities as well.
<b>Percent of Time:</b>	30%	

**Tasks involved in fulfilling the above duty/ responsibility:**

- Partner with our Native American and Indigenous Education Coordinator to create and offer aligned enrichment opportunities related to field trips and activities to ensure both language and cultural teaching is provided to our students.
- Offer opportunities for members of the community to engage in the learning of Ojibwe Language and culture.

**SECTION IV: KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of current language teaching methods and educational pedagogy, as well as differentiates instruction based upon student learning styles.
- Knowledge of Ojibwe Language and culture.
- Knowledge of applicable federal and state laws regarding education and students.
- Ability to use computer network systems and software applications as needed.
- Ability to organize and coordinate work.
- Ability to communicate effectively with students and parents.
- Ability to engage in self-evaluation with regard to performance and professional growth.
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.
- Work independently with minimal supervision.
- Demonstrate regular attendance and provide appropriate notice for leave.
- Travel as needed among district schools and offices.

**SECTION V: EDUCATION/CERTIFICATION REQUIREMENTS**

- Current Minnesota Teaching License: Ojibwe Language
- Ojibwe Language Knowledge and Expertise is required for this position.
- Valid MN Driver's License or ability to provide own transportation.

**SECTION VI: EXPERIENCE REQUIREMENTS**

- Successful prior teaching experience for the appropriate grade level and/or subject is a plus.

**SECTION VII: PHYSICAL REQUIREMENTS & WORK ENVIRONMENT**

**Physical Requirements:**

- Required to be able to sit, speak, hear, and use hands.
- Occasionally required to stand and walk.
- Frequently need to travel between buildings to support programs
- The specific vision requirements of the job include good close vision, color vision, peripheral

vision, depth perception and the ability to read written or typed information and to adjust focus.

- There may be some lifting and moving of office materials of equipment, typically less than 50 pounds.

**Work Environment:**

- The noise level in the work environment is usually moderate.
- The employee must work with the public, staff, and supervisors.
- The employee will routinely work indoors, occasional outdoor programming

<b>SECTION VIII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS</b>
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- A clear and demonstrated commitment to the District mission. Richfield Public Schools inspires and empowers each individual to learn, grow and excel. Perform assigned responsibilities in a manner consistent with the District's established Core Values.
- Advance the District's mission and values through careful attention to the key issues of Learning, Environment, and Resources.

*The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. the physical demands and work environment described here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*At the sole discretion of the District, the qualifications may be waived or alternate qualifications may be considered.*