Cedar Mountain School District

JOB DESCRIPTION

Job Title: Native American Liaison
Reports to: Building Principal
FLSA Status: Nonexempt
Schedule: Monday - Friday, 7:35 am - 3:35 pm

JOB SUMMARY
The Native American Liaison helps Native American students succeed in academic and interpersonal skills by supporting teachers' expectations, developing a positive learning environment, documenting student progress and outcomes, advising parents and/or legal guardians on student progress, and encouraging parent participation in school activities. The liaison working in this position must maintain consistency with grant guidelines and expectations.

ESSENTIAL JOB FUNCTIONS:
This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Share knowledge of the Native American culture with the school community to enhance and support Native American students' success in the school environment
- Conduct attendance and academic monitoring for Native American students and assist with parental contacts
- Participate in conflict resolution between student-student, student-teacher, and parent-school when requested
- Work with district staff and parents to develop and support individual academic and behavioral programs for students when requested by parents and/or staff
- Serve as a positive, effective communicator between the Native American student, parents, and the district
- Facilitate communication between students, parents, and school staff to develop healthy, positive family attitudes toward academic success, attendance at school, and student academic development
- Maintain a daily log of activities
- As needed, assist in completing Title IX and other funding and reporting forms
- Tutor or assist with obtaining a tutor for students under the direction of certificated staff
- Create and present building reports at American Indian Parent Advisory Committee meetings
- Involve parents in planning and implementing Native American education activities
- Advocate for educational equity for American Indian students and families. Provide feedback for systems improvements
- Maintain confidentiality at all times
- Develop Native American activities for Native American Heritage Month at school sites
- Monitor classrooms on a limited basis to observe environment and to help correct problems that may be occurring
- Connect with and access community and Tribal resources to enhance services provided by district
- Maintain consistent presence at assigned worksite and regular work hours
- Professionally interact with students, staff, and public
- Comply with all district policies and procedures
- Perform related duties as assigned

DESIRED SKILLS:

- Ability to follow and give written and oral directions and be self-directed
- Ability to manage time effectively
- Ability to establish, maintain effective working relationships, and deal with students, parents, and staff in a warm and confident manner
- Ability to remain flexible to changes in assignments or situations
- Ability to be fair and consistent when working with students
- Ability to handle confidential matters and information in a professional manner