



Job Title: Indian Education Academic Advisor

Department: Language & Cultural Services

Report To: Indian Education Manager

Grade: Teachers' Salary Schedule

Number of Days: Teacher Schedule

Security Access: Grant Building

Overtime Status: Exempt

Last Revised Date: July 18, 2019

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers, and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals, and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day.

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy, and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities, and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive because when we create, innovate, and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task, or concept and experiencing breakthrough moments.

Position Summary: To oversee the academic, culture, and resource needs of Native American students necessary to attain academic achievement.

Minimum Qualifications:

- Bachelor's Degree in education, social work, counseling, community-based and/or tribal programs, or related field.
- Oklahoma State Teacher Certification

- Have related experience with Native American culture and community.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Acts as Native American resource at assigned schools.
- Adhere to all building site procedures, classroom management rules and routines; as well as safety practices and procedures.
- Adheres to federal laws, state regulations, district policy, and ethical standards of the education profession.
- Advocates for equal access to programs and services for Native American students,
- Assist schools with culturally appropriate support with students and teachers.
- Assists district personnel in knowledge of Native community cultural protocols and effective engagement practices.
- Assists in development of partnerships with community resources to support Native student success.
- Assists Indian Education Manager in Native Student achievement data review and planning.
- Assists Indian Education Manager in planning and logistics of district professional development.
- Assists Indian Education team in district activities.
- Attend out of district trainings/conferences as required.
- Attend all meetings as required by the superintendent, principal and/or Indian Education manager.
- Attend program, school and community meetings as needed. Requires working some evening hours.
- Collect 506 Title VI Eligibility forms for funding purposes; includes recruitment, verification, documentation and annual review and validation.
- Collect tribal citizenship cards for funding purposes; including recruitment, verification, documentation and annual review and validation.
- Communicates and shares knowledge of program services to building personnel, academic peers, parents of eligible students and area social and health agencies.
- Complies with the assigned duty times of the teacher contract day.
- Conduct progress monitoring cycles to determine improvements and proficiency rates.
- Consult and coordinate with district professional and community agencies, such as school psychologist, nurses, administrators, community-based counselors, service agencies, and physicians as necessary.
- Coordinate supplemental Indian Education activities with supervising school leader and other school professionals.
- Coordinates and participates in field trips to higher education institutions, museums, tribal activities, etc.
- Develop and coach Challenge Bowl teams at various school sites.
- Develop and lead culturally specific professional development.
- Develop Native American instructional resources.
- Distribute school supplies to eligible Native American students.
- Engage in professional development

- Establishes and maintains a monthly/yearly planning calendar.
- Facilitate extra-curricular student activities such as “Roc Your Mocs” celebration, Native American Assemblies, College Fairs, Honor Society, Award ceremonies, etc., which may occur during or after hours.
- Facilitates instructional process in collaboration with school staff and community resources.
- Guide schools to develop behavior and/or academic interventions for Native American students.
- Identifies struggling students through data review & referrals and connects them with academic support services at school sites.
- Identify at-risk Native American students according to at-risk factors and chart student grades, behavior, and attendance.
- Identify community, cultural, and post-secondary resources that meet the unique educational needs of Native American students and families.
- Implement a referral process and follow up process to outside counseling agencies and support agencies
- Maintain a professional relationship with students, parents and educators.
- Maintain data base of identified Native American students at assigned schools for attendance, grades, mobility, behavior, home visits, school visits, higher education information, tribal information and awards recognition.
- Maintain records and logs of daily travel, services and tasks rendered to student population and other entities requiring expertise of the Indian Education component.
- Maintains confidential student records.
- Offers and provides necessary information, advisement, reinforcements and referral services to eligible Native American students enrolled in PK-12.
- Oversee Botball activities at school sites.
- Participate in annual Indian Education Awards ceremonies.
- Participates in activities that contribute to the effective operation of the school
- Participates in Cultural Exchange Day with cultural presentations.
- Participates in school decision making.
- Participates with the administration and faculty as a team member.
- Participates in conferences with students, staff and parents. Informs the school population of counseling services.
- Performs additional duties as assigned consistent with scope and level of position.
- Performs all tasks assigned or determined necessary by the Indian Education Manager for the completion of program goals and objectives.
- Plan and coordinates programs that are an extension of the Indian Education program, i.e. Individual Education Plans, Childs Study Team, Native American month.
- Provide coaching to teachers on how to monitor progress and how to plan instruction based on student data.
- Provide culturally specific instructional training and coaching.
- Provide individual, group and/or classroom support with cultural enrichment opportunities.
- Provide tribal information, resources, and scholarship to students.
- Provide higher education workshops at local, state and national level.

- Provide information about culturally relevant teaching materials and Native community resources to school staff.
- Provide information and training for parents/guardians regarding district resources, parent advocacy, home learning support activities, district and community support networks and access to civil rights & legal educational advocacy.
- Provide leadership for program development; designs and implements assessment of district-wide program needs; researches best practices, innovations and emerging trends; works collaboratively with school administrators and staff to develop implementation plans for program changes.
- Responsible for following directives of certified school personnel and carrying through with all activities deemed appropriate by the teacher who has classroom instruction and management responsibilities.
- Sponsor Native American clubs at various district sites during and/or after school.
- Submit weekly schedule and monthly reports to Indian Education manager.
- Utilizes Power School for tracking and cross referencing for student information/accountability.
- Work with teachers, parents and students to develop an education success plan.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Ability to effectively communicate with Native American parents and students.
- Ability to effectively present information orally and respond to questions from others.
- Ability to read, analyze and interpret written information.
- Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists.
- Ability to work cooperatively and collaboratively with others, demonstrate self-discipline and initiative, follow state and district guidelines.
- Computer Network Applications.
- Develops and follows a planned calendar of activities based on established program goals.
- Follow requirements of state law, district policies and building procedures. Public presentation & speaking skills for community meetings and events.
- Skilled in basic computer skills
- Skilled in writing reports/correspondences.
- Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.

Supervisory Responsibility: Does not directly supervise any individuals.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Academic Advisors may travel to assigned school sites on a daily basis.
- External Contacts: District administration, school board and community patrons.
- Indian Education Advisors may travel to other assigned school sites on a daily/weekly basis.
- Internal Contacts: Elementary students, families and school staff.

- Office environment.
- School environment.

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.

Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.