

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 4/25/2018



Recognition: Students Staff Parents
Information: Building Report Old Business Superintendent's Report
Action: Resignation Hiring Contract Service Agreements
 Travel Out-of-State Travel In State Approvals
 Termination Legal Matters Other:
This action request pertains to Elementary (only) High School/District Wide

Date: 4/19/2018

To: **Corrina Guardipee-Hall**
Superintendent

From: Emorie Davis Bird
Title: Human Resource Director

Subject: Create New Position: Native American Studies Cultural Position

Description: Request to create a new NAS position at BHS

Justification: Robert Hall, BNAS Director/Coordinator; Jeri Matt, Curriculum & Instruction; and, John Salois, BHS Principal, are requesting to create a high school NAS Cultural Course: Drumming, Singing and Dancing and Native Arts & Crafts course designed for a Class 7 Teacher for the ensuing school year as part of the NAS curriculum. The new position meets the goals and vision of the District so as to keep contemporary, Native culture, drumming, singing, arts and crafts traditions and will serve as an elective course for students 9-12.

Financial Impact: Per CBA, certified master teacher contract and depending on qualification/experience/education

Funding Source (Budget/grant, etc.): Title XI

Attachment(s): NAS Teacher Position Description

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

Board Action: N/A (Info) Approved Denied Tabled to: _____

Browning Public Schools
JOB DESCRIPTION

Effective: April 19, 2018

Native American Studies Teacher

Summary of Functions

Ensures students learn subject matter and skills that will contribute to their development and success as responsible citizens including contemporary traditional Native culture that includes, drumming, singing, dancing and Native arts and crafts. Increases student achievement in Native American Studies. Works with Native American Studies and Indian Education for All departments and teachers integrating Blackfeet and Native American Studies into the curriculum in those areas and in providing related resources and technology.

Essential Duties and Responsibilities

- 1) Planning – Plans a program of study that meets the individual needs, interests and abilities of the students. Establishes clear objectives for all lessons, units and projects and communicates these objectives to students. Assists with planning and implementation of Native American Studies education curriculum materials.
- 2) Classroom Preparation - Prepares for classes assigned and shows written evidence of preparation upon request of supervisor. Creates a classroom environment that is conducive to learning and developmentally appropriate. Provides cultural resources to classroom students within the scope and sequence of specific Native American instruction.
- 3) Instruction – Provides daily instruction in a teaching environment. Provides opportunities in teaching for students to gain proficiency in Native American studies including Blackfeet. Guides the learning process toward the achievement of Montana State standards, Indian Education For All. Employs a variety of instructional techniques and media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
- 4) Assessment – Assesses the accomplishments of students on a regular basis and provides progress reports as required. Seeks assistance and makes referrals, on a regular basis, to district specialists when learning disabilities are suspected.
- 5) Safety – Takes all necessary precautions to protect students, equipment, materials and facilities.
- 6) Student Conduct – Assists the administration in implementing all policies and rules governing student life and conduct. Develops reasonable rules for classroom behavior and procedure. Encourages students to set and maintain standards of classroom behavior. Maintains order in the classroom in a fair and just manner.
- 7) Student Activities – Supervises student related co-curricular and extra-curricular activities.

- 8) Home-School Relations – Communicates with parents through conferences and other means to discuss student progress and to interpret the school program.
- 9) Meetings – Attends staff meetings and serves on staff committees as required.
- 10) Training – Participates in in-service training programs, as assigned. Conducts in-service and classroom training for the implementation of Blackfeet language resource materials.
- 11) Reports – Maintains accurate, complete and correct records and prepares reports as required by law, district policy and administrative regulation.
- 13) Other – Performs such other functions as may be necessary to the work of the district.

Organizational Relationships

Supervised by and reports to the school principals or designee.

Qualifications

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

- Valid State of Montana Class 7 teaching certificate.
- Proficient in Native American cultures, including traditional native arts and crafts, dancing, singing and drumming.
- Knowledge of and experience in using technology in the delivery of curriculum and instruction.
- Good communication, problem solving and organization skills.
- Ability to work with and motivate students.
- Ability to use effective assessment and instructional strategies to meet student needs in all curriculum areas.
- Genuine interest in teaching students.
- Physical ability to sit for a portion of the time; walk and stand for extended periods; and exert 10 to 20 pounds of force frequently to lift, carry, push, pull or otherwise move objects.
- Good work habits.

Desirable Qualifications – Prior teaching experience desired. Knowledge of and ability to assess and design instruction for a classroom of diverse learners. Experience in working in Native American communities. Technology skills desired.

Work Environment – The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

