

American Indian Family and Student Liaison .4 FTE
TrekNorth Jr. and Sr. High School

All interested individuals should send letter of intent and resume to Erica Harmsen at TrekNorth Jr. and Sr. High School. Position open until filled.

Roles and Responsibilities

Classroom Assistant:

- Meet regularly with students to plan academic success strategies
- Assess student needs and provide academic support as appropriate
- Coordinate access to other supports as necessary
- Develop and implement strategies to ensure the academic success of American Indian students

American Indian Liaison:

Daily and As Needed Responsibilities:

- Assist in identifying appropriate ways for parents to be involved in and supportive of their child's educational goals.
- Assist school staff to understand cultural differences
- Help TrekNorth effectively work towards creating an inclusive environment for all children, in particular, American Indian students
- Collaborate with teachers in developing in and out of classroom learning experiences
- Facilitate parent involvement in making decisions affecting their children.
- Facilitate parent involvement in developing appropriate IEPs
- Articulate cultural differences that need to be considered as the IEP is being developed.

Knowledge, Skills, Abilities Required

- Experience with American Indian Education programs or American Indian community organizations preferred
- Demonstrated knowledge of local, state, federal resources which could be made available to positive assist American Indian students and their families
- Previous successful experience working with students in grades 6-12
- Ability to communicate effectively both orally and in writing with students, parents, staff at all levels,
- Ability to establish and maintain cooperative and effective working relationships with others including students at age level assigned
- Ability to maintain confidentiality, understand and follow data privacy rule and regulations related to students and staff
- Ability to be a self-starter and work independently
- Ability to use a variety of computer programs

- Excellent organization skills
- Prefer BA, BS, AA degree