

**Native American Specialist**

**DEFINITION**

The Native American Specialist will plan and implement a meaningful Native American Program and training in compliance with state and federal laws and may have some responsibilities during the summer.

**SUPERVISION RECEIVED AND EXERCISED**

Under the direction of the Assistant Superintendent of Educational Support Services and or designee will coordinate the Native American Indian supplemental services and programs at district-wide school sites.

**REPRESENTATIVE DUTIES– (Incumbents may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but, is intended to accurately reflect the principal job elements.)**

Assist Site level Administrators in planning and implementing systems of support for Native American students. (E)

Work directly with instructional staff in developing increased awareness of Native American Education through demonstrations, class visitations, individual and group conferences and bulletins. (E)

Lead and manage the application process of Federal and State Grants that support the Native American Indian Program. (E)

Provide advocacy for inclusion of Native American Students in school wide academic programs such as College and Career preparation, academic support and enrichment offerings /extracurricular activities and support. (E)

Assist in selection, evaluation and adaptation of materials for classroom use. (E)

Assist in the induction and implementation of a program for parent and community involvement. (E)

Coordinate support programs specifically for Native American Indian Students. (E)

Visit classrooms to model lessons, activities to exemplify effective teaching strategies and peer coaching to teachers and/or paraprofessionals. (E)

Assist the administration and schools with the analysis of Native American Indian student data to identify needs and develop strategies to provide support. (E)

Assist the schools by providing information related to Native American student's culture, needs and services. (E)

Maintain records, reports and all other documentation related to the operation of the Native American Program. (E)

Perform other duties as assigned.

**QUALIFICATIONS**

**Knowledge of:**

- Bilingual-Cross Cultural strategies and methodologies.
- State, and federal categorical funding, regulations and implementation.
- District Policies and Educational Code related to Native American students

## STOCKTON UNIFIED SCHOOL DISTRICT

- Planning, coordinating, implementing site level Native American Programs.
- Experience working with Native American tribes, students and or communities.
- To the extent possible have the ability to transmit the various customs of the culture through knowledge of the history and traditions of Native Americans.
- Community resources and services
- Public information principles and techniques
- Preparing and maintaining accurate records

### Ability to:

- Organize the instruction of Native American crafts, art forms, dance, literature, music, science, and philosophy.
- Work effectively and cooperatively with the Native American community.
- Operate a computer, related software, and standard office equipment.
- Understand and follow oral and written instruction.
- Coordinate and conduct meetings.
- Work independently, and meet schedules and timelines.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Maintain records and prepare reports.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.

### Education and Experience:

- Elementary/Secondary Teaching Credential required
- Bilingual Cross-Cultural Credential or Certificate of Competence or equivalent State Credential preferred
- Minimum three (3) years satisfactory teaching experience.
- Master's degree preferred

### License or Certificate:

- First Aid and CPR certificates must be obtained within sixty (60) days from date of hire
- Possession of a valid California driver's license

## **WORKING CONDITIONS**

### Physical Demands:

Employees in this position must have/be able to:

- Enter data into a computer and operate standard office equipment
- See and read a computer screen and printed matter with or without visual aids
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others
- Sit for extended periods of time
- Bend at the waist; reach overhead, above the shoulders and horizontally, grasp, push/ pull
- Lift and/or carry up to 25 lbs. at the waist for short distances

### Salary Placement:

Bargaining Unit: STA

Regular Teacher Salary Schedule with 1.04 factor first year/ 1.06 subsequent years.

(Regular Teacher work year 187 days - plus 2 days)

STOCKTON UNIFIED SCHOOL DISTRICT

STA approval: 6/02/17  
Personnel Sub: 6/06/17  
Board Approval: 6/13/17

STA approval: 10/6/17  
Personnel Subcommittee: 10/19  
Board Approval; 10/24/17