

SECTION I: GENERAL INFORMATION

Classification Title: Multicultural Liaison	Department:	Unit: Teachers
Immediate Supervisor: Superintendent	Grade Placement:	FLSA Status: Exempt

Job Summary:

Under the direction of the Superintendent, the Multicultural Liaison is responsible for providing leadership, direction, planning, assessment, development, implementation and monitoring of all aspects of the American Indian/Multicultural Program in accordance with local, state and federal rules and regulations.

Essential duties outlined below are intended as “representative” examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification. A classification description, unlike job description or position description, is designed to capture the general expectations, complexity level, and nature of work of any position that may be allocated to this classification.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Discusses, informs and reports to the Superintendent regarding all issues, aspects and concerns regarding the American/Multicultural Education Program. Provides reports and documentation concerning the progress and ongoing development of the program(s).
2. Prepares, oversees and completes applications, funding reports and performance reports required of Indian Education Title VII or other funding/grants received by the District for assigned program areas in accordance with reporting timelines.
 - Monitors all aspects of reporting requirements pertaining to funding, local financial reports, or management of 506 forms.
3. Supervises and directs the activities of the American Indian Education Assistant.
4. Collaborates and works with educational personnel and serves as an advocate for the educational needs and issues of American Indians and multicultural students.
 - Serves as a liaison between licensed staff, students, administrators, and parents concerning conflicts, concerns and needs of students.
 - Communicates needs to administration, teachers and other staff.
 - Establishes a rapport and relationships with students, parents, teachers and administrators.
 - Maintains ongoing support and collaboration with all schools within the district.
 - Provides support in promoting American Indian and multicultural experiences for students, families, educational staff and the community.
5. Oversees and coordinates the activities and processes of the American Indian Parent Advisory Committee. Duties include:
 - Coordination and preparation of meeting agendas and materials.
 - Oversees elections and bylaws of the Committee,
 - Provides in-services to committee members regarding their roles, responsibilities and bylaws of the committee.
6. Works with students and collaborates with district personnel to increase assessment scores, attendance, positive behaviors, graduation rates, career/post secondary opportunities.
7. Performs other duties of a comparable level or type, as required.
 - Keeps abreast of changing developments, trends, and technologies within the field.
 - Provides professional expertise and assistance to individuals, other district staff and the community concerning areas of instructional expertise/knowledge
 - Participates in staff development and professional development activities.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
less than high school diploma		Bachelor's Degree	
High school diploma or GED.		Major field of study or degree emphasis:	
1 year college		Education, American Indian Studies, Multicultural Diversity or related field of study	
3 years college	x	2 years college	
1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:	
2nd year graduate level		<ul style="list-style-type: none"> • Learning processes, models, theories, and educational technologies, trends and developments. • Knowledge of district organizational structure and administrative policies and procedures. • Knowledge of laws, rules, and requirements pertaining to related to Indian education and special education programming. • Processes, procedures and reporting requirements of funding and grant requirements pertaining to program responsibilities. • Understanding of the cultural and ethnic communities and the educational, social, and economic barriers that may face these communities. • Knowledge of instructional technologies and software, equipment, tools and devices used presenting instruction, documenting assessments, student progress or other classroom administrative requirements of the district. 	
Required Work Experience in Addition to Formal Education/Training: Minimum of 3 years related experience in the development, design and implementation of Indian Education and diversity programs..			
LICENSE/ CERTIFICATION		Identify licenses/certification required: Valid MN driver's license.	
RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS:			
	Titles of Positions Directly Supervised		# of Employees
1	American Indian-Educational Assistant		1
	TOTAL		1
ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK		Skilled in: <ul style="list-style-type: none"> • Human relations and conflict resolution. • Oral and written communications. • Serving and an advocate for Indian and multicultural communities within the district. • Collaborating with, educating and addressing the concerns, issues and needs conflicting American Indian and multicultural students with district personnel. • Organizational and project management skills. • Supervising, managing, delegating, monitoring and evaluating the performance of educational assistants. • Grant administration and required accounting/recordkeeping/reporting activities. • Group facilitation and presentational techniques. • Planning, assessing, evaluating, developing and implementing improvement programs to 	



	<p>meet the needs of multicultural students.</p> <ul style="list-style-type: none"> • Conducting public relation activities both inside and outside of the organization and with local, state or federal agencies. • Coordinating, leading and guiding the activities of the American Indian Advisory Committee.
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PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

Amount of Time Spent					Amount of Time Spent				
Physical Activities	None	1/3 Less	1/3 to 2/3	Over 2/3	Lifting/Forcing Exerting	None	1/3 Less	1/3 to 2/3	Over 2/3
Stand			X		Up to 10 lbs			X	
Walk			X		Up to 25 lbs	X			
Sit			X		Up to 50 lbs	X			
Use hands to finger, handle or feel			X		Up to 100 lbs	X			
Reach with hands and arms		X			Over 100 lbs.	X			
Climb or balance	X								
Stoop, kneel, crouch or crawl		X							
Talk or hear				X					
Taste or smell	X								

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Sedentary Work:

Exerting up to 10 pounds of force frequently and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

HAZARDOUS WORKING CONDITIONS

Unusual or hazardous working conditions related to performance of duties:
 Duties are performed in a typical school district office setting. There are minimal environmental hazards and risks associated with the nature of the work.



SECTION IV: DISTRICT MISSION AND CORE VALUES

<p>OUR MISSION</p>	<p><i>Our mission is to equip all students with the knowledge and skills to empower them to achieve their dreams and full potential while becoming responsible citizens in a dynamic world</i></p>
<p>CORE VALUES</p>	<p>We believe that:</p> <ul style="list-style-type: none"> • Trust and respect are fundamental for thriving relationships. • Our community flourishes when individuals, families and organizations collaborate. • Every person matters and has value. • Responsibility and accountability are essential for personal growth, organizational improvement and community engagement. • Commitment to high expectations is essential to help achieve full individual and collective potential.
<p>MISSION OUTCOMES</p>	<p>By 2020, all students will...</p> <ul style="list-style-type: none"> • Develop a personalized education path they can articulate and use to progress toward their evolving dreams. • Identify and choose positive ways they can take active ownership in their community while recognizing its diversity.
<p>STRATEGIES</p>	<p>We will...</p> <ul style="list-style-type: none"> • Ensure that every employee understands, supports and promotes our core values and mission. • Build trust and facilitate engagement with all ISD 15 stakeholders. • Align and support all educational programs and services to achieve our mission and mission outcomes.
<p>STRATEGIC DELIMITERS</p>	<p>We will NOT...</p> <ul style="list-style-type: none"> • Continue or adopt any program or service unless it is aligned with and advances the mission and is accompanied by the necessary human and financial resources • Make decisions without the use of relevant data provided by the appropriate personnel. • Allow past experiences to interfere with the consideration of new ideas.

SECTION V: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature
Date

Classification History:
 Created classification description 6/2016 BCC

