

NORTHERN CHEYENNE TRIBAL SCHOOL JOB ADVERTISEMENT

POSITION: CULTURE DIRECTOR/DEAN OF STUDENTS

SALARY: DOE

DEPARTMENT: NCTS

ACCOUNTABLE TO: PRINCIPAL

**OPENING DATE: August 20, 2020 CLOSING DATE: OPEN UNTIL
FILLED**

How to Apply: Submit completed NCTS certified application, current Resume', Three (3) letters of recommendation (dated within one year) along with official transcripts to Northern Cheyenne Tribal School, Human Resources, Box 150, Busby Mt. 59016

DEFINITION

Under general supervision of the site administrator (Principal) Instructs children in activities designed to promote social, physical, and intellectual growth needed for school by performing the following duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Cooperates in school-wide supervision of students during out-of-classroom activities. Participates in faculty and/or District committees and the sponsorship of student activities. Additionally, will work closely with the principal, school personnel, and students to build and maintain a positive, safe school culture and climate with Cheyenne values.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include the following. Other duties may be assigned.

- ⇒ Supervise the Cheyenne Culture and Language. Must have a Cert 7 to apply
- ⇒ Ensures uses instructional materials suitable for verbal and/or visual instruction of students with wide range of mental, physical and emotional maturity.

- ⇒ Provides the tools to staff for individual and group instruction designed to meet individual needs and motivate students.
 - ⇒ Establishes and maintains standards of student control required to achieve effective participation in all activities.
 - ⇒ Evaluates academic and social growth of students and keeps appropriate records of cultural program.
 - ⇒ Provides the goals to meet school policies goals and objectives.
 - ⇒ Communicates with parents through a variety of means.
 - ⇒ In cooperation with the classroom teachers, holds parent conferences to discuss individual students progress as well as student discipline and ensuring student engagement school wide K-12.
 - ⇒ Identifies student needs and cooperates with other professional staff members in assessing and helping students solve health, attitude, and learning problems.
 - ⇒ Ensures cultural staff is creating an effective environment for learning through functional and attractive displays such as bulletin boards, interest centers, etc.
 - ⇒ Exhibits professional competence through in-service education activities provided by the school site, and/or professional growth activities and university courses.
 - ⇒ Participates cooperatively with the appropriate administrator to develop the method by which he/she will be evaluated in conformance with school guidelines.
 - ⇒ Selects and requisitions instructional materials; maintains inventory records.
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- ⇒ Manage and enforce school behavioral expectations, including attendance. Manage student supervision before, during, and after the school day as well as extra-curricular events.
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- ⇒ Complete classroom walk-throughs and work with students, faculty, staff, and administration for classroom alignment with school-wide goals. Confer with students, parents, and teachers regarding student related policies. Assist staff with the creation and alignment of classroom student behavioral expectations and classroom management plans.
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- ⇒ Serve as a resource to staff regarding student management issues. Create and coordinate education alternatives for students in need. Collaborate with staff, administrators, and parents through the response to intervention process.
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- ⇒ Assist in the planning, developing, and implementation of student behavior plans. Confer with students and administer appropriate consequences. Openly communicate with staff and parents/guardians regarding student behavior.
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- ⇒ Coordinate the administration of student surveys (ex: drug/alcohol, bully/victim questionnaire, etc). Collaborate with the school counselor and personnel to create and maintain research-based behavioral interventions (ex: mentoring, small groups, check-in-check-out systems, etc) and trains faculty and staff in those interventions.

- ⇒ Possibly incorporate programs that positively include students in the management of school-wide behavioral expectations. Manage the documentation of student behavior through the student management system (NASIS).
- ⇒ Attend appropriate meetings regarding student growth and success (IEP and 504 case conferences, parent meetings, expulsion hearings, etc). Assist in the maintenance of the crisis management plan and school safety requirements. Compile, analyze, and share student discipline data regularly, and use that data to make decisions. Any other duties that may assigned related to student services.
- ⇒ Enter all behavioral referrals (school-wide) K-12 into NASIS program on a weekly basis.

QUALIFICATION REQUIREMENTS

Current Cert. 7 To Apply. To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Cooperates in school-wide supervision of students during out-of-classroom activities. Participates in faculty and/or District committees and the sponsorship of student activities.

CREDENTIAL

Knowledge Cheyenne Language and Culture. Cert 7.

EDUCATION

Bachelor's degree in Native American Studies and/or Class VII License or working towards getting Class 7.

EXPERIENCE

Cultural based with the ability to speak Cheyenne language and have a current cert. 7.

PERSONAL QUALITIES

Appearance, grooming and personality which establish a desirable example for students. Ability to meet District standards for physical and mental health. Above-average recommendations from student teaching supervisors and other professionals who have observed the characteristics, scholastic attainment, and classroom performance of the teacher.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.