

**OLYMPIA SCHOOL DISTRICT NO. 111**  
**Job Category: Non-represented – Classified**  
**Posting Dates: July 21, 2021 – Open Until Filled**

The Olympia School District Human Resources Office is now accepting applications for the following positions. Interested employees may submit a transfer request by calling the District Human Resources Office at 596-6185 prior to the deadline date.

<b>Position</b>	<b>Hours/FTE</b>	<b>Location</b>
<b>Program Manager of Indian Education &amp; Tribal Relations</b>	<b>8.0 hpd/260 days</b>	<b>K-12 Teaching &amp; Learning</b>
<i>This 8.0 hour per day position is Monday – Friday, 260 days per year.</i>		
<i>Interested in-district applicants should submit a letter of interest, resume, and three letters of recommendation/references to: <a href="mailto:knox-humanresources@osd.wednet.edu">knox-humanresources@osd.wednet.edu</a>.</i>		
<i>The Olympia School District is committed to increasing the diversity of staff in our schools. Candidates who can contribute to this goal are encouraged to apply and to identify their strengths and experiences in this area.</i>		
Salary Range: \$29.24 - \$35.56 per hour		

**Position Overview**

Expectations in this job description are in direct response to the needs communicated from families, educators, and students during the Student-Centered Budgeting Process and articulated in the [2021-22 Academic and Student Well-Being Recovery Plan](#).

The leader in this position will partner closely with the Superintendent’s Office and Chief Academic Officer to cultivate, and maintain, government-to-government relations between Olympia School District and area/regional Native American Tribes. As outlined in this job description, the Program Manager of Indian Education & Tribal Relations is responsible for:

- (1) developing sustainable systems of support for students who are Native American/Alaska Native through traditional Title VI means;
- (2) partnering with Native American students, families, Tribes, and OSD leader to create innovative, Whole Child supports that lead to high engagement, graduation, and overall success of students who are Native American/Alaska Native;
- (3) mentorship and support of OSD staff who are Native American/Alaska Native, including support with developing and achieving professional goals;
- (4) partnering with stakeholders to develop authentic, untraditional professional growth experiences accessible to *all* OSD educators; and
- (5) developing outside-the-box programming and partnerships that provide *all* students in OSD learning opportunities.

### Description Summary

The leader in this position understands, and is able to deliver on, the traditional supports for students who are Native American/Alaska Native, as outlined in Federal Title VI programming. And, is an innovative, collaborative partner who envisions and delivers sustainable programming that impacts *all* students and educators in OSD. The leader in this position both supports the Teaching & Learning Team with curriculum audits and updates to ensure accurate history, while simultaneously cultivating relations with our local and regional Tribes that results in innovative programming where educators and students engage in learning experiences to understand our local people who are Indigenous are alive, well, and an integral part of our region.

As a Program Manager, the leader in this position is expected to represent the Superintendent's Office with integrity and maintain confidentiality in support of student success, at all times.

### **Supervision and Controls over the Work:**

The Program Manager leads under the supervision of the Chief Academic Officer or designated administrator on the Teaching & Learning Team; this leadership is in close partnership with the Office of the Superintendent. This position is responsible for results in terms of student, family, & community success for our community-developed Student Outcomes through the lenses outlined in this job description.

### **Essential Functions:**

- **Title VI:** The leader in this position is responsible for overseeing the Federal Formula Title VI grant, which is intended to support the culturally related academic needs of students who identify as Native American/Alaska Native.
- **Support for students & families who are Native American/Alaska Native:** The leader in this position will partner with Tribal families, parental contacts and extended family, the greater Native American community, and OSD leaders to establish monitoring systems for attendance, academics, and other data in regard to students who are Native American/Alaska Native. Participate in conflict resolution between student-student, student-teacher, and parent-school. Work with district staff and Native American parents to develop and support individual academic and behavioral programs for students when requested by students, parents, staff, and/or Tribe. Establish opportunities for parental contacts of students who are Native American/Alaska Native to connect with each other, learn together, and learn about school & district initiatives. Involve parents in planning and implementing Native American education activities via the Title IV Indian Education Parent Advisory Committee required by the Title VI grant. Monitor classrooms on a limited basis to observe environment in support of Native American/Alaska Native student success. Support secondary schools and students in success with High School and Beyond Plans for students who are Native American/Alaska Native. Partner with K - 12 schools on School Improvement Planning efforts, as appropriate, in support of culturally responsive practices, Whole Child supports, and student success for students who are Native.
- **Support for staff who are Native American/Alaska Native:** The leader in this position will provide mentorship and support of OSD staff who are Native American/Alaska Native, including support with developing and achieving professional goals. This could include job-alike opportunities to engage in reflection and planning, or another approach developed in partnership with stakeholders.

- **Professional Growth Programming:** The leader in this position will partnering with internal & external stakeholders to develop authentic, untraditional professional growth experiences accessible to *all* OSD educators. This could include professional growth and supports for implementing the Since Time Immemorial (STI), historically accurate approaches to social studies, culturally responsive practices, language acquisition, inclusive family partnerships, and/or other topics most useful to stakeholders. Professional growth could take place during the school year and/or summer and could include creative opportunities, such as externships.
- **Student Programming:** The leader in this position will develop outside-the-box programming and partnerships that provide *all* students in OSD learning opportunities. While other supports are designed specifically for students who are Native American/Alaska Native, the focus of this student programming in partnership with internal & external stakeholders is to provide all students creative opportunities during the school year and summer to connect with area/regional Tribes. The overall goal of programming is to provide all stakeholders with an opportunity to understand that our local people who are Indigenous are alive, well, and an integral part of our region.
- **Funding Partnerships:** Beyond Title VI, the leader in this position will identify unique grant and partnership opportunities that support tribal relations, students, families, educators, schools, and programs with meeting the goals outlined in this job description through diverse revenue streams. This could include grants, private partnerships, and foundation partnerships through the lens of collective impact.
- Performs other related duties as assigned.

#### **Job Requirements – Qualifications:**

- Bachelor’s Degree in Education, Political Science, Business Studies, or other related field. Preferred: Master’s Degree in Education, Political Science, Business Studies, or other related field.
- Experience teaching, or leading, in a K-12 education system.
- Experience engaging in government-to-government relations, required. Preferred: Experience *leading* government-to-government relations efforts specific to Native American/Alaska Native partnerships.
- Successful experience working with students and/or educators who are Native American/Alaska Native.
- Successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
- Able to work in an environment with frequent interruptions and changing tasks and priorities.
- Able to follow written and verbal direction and take the initiative to seek clarity and take action when needed.
- Able to organize work and set priorities for accomplishing work in a timely and effective manner.
- Able to protect the confidentiality of student information consistent with FERPA requirements and good judgment.
- Able to work collaboratively and effectively with staff, students, parents, volunteers, and community members.
- Ability to communicate effectively verbally and in writing.
- Skill in the use of office and computer equipment and use standard office software and student information system software.
- Demonstrate knowledge in community-based programs and issues and communities.
- Criminal Justice Fingerprint Clearance

- Possess valid Washington State driver's license and valid automobile insurance.
- Strong teamwork skills
- Ability to demonstrate reliability and punctuality.
- Strong organizational skills and the ability to maintain detailed records.
- Excellent verbal and written communication skills.
- Ability to work effectively under stressful conditions.
- Participate in all OSD required health related trainings, First Aid and CPR Training may be required.

**Application Procedure for out of district candidates**

Out-of-district applicants please apply through EdJobsNW at <https://edjobsnw.org>

*If you share our commitment to provide challenging opportunities for all students to be successful, we'd like to hear from you!*

Olympia School District 111 Bethel St. NE Olympia, WA 98506  
 (360) 596-6185 FAX (360) 596-6181 <http://osd.wednet.edu>

**Equal Employment Opportunity:**

Olympia School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. Auxiliary aids and services will be provided upon request to individuals with disabilities. The following employee(s) have been designated to handle questions and complaints of alleged discrimination: Title IX Officer – Michael Hart, (360) 596-8545, [mhart@osd.wednet.edu](mailto:mhart@osd.wednet.edu); Executive Director of Elementary Education – Autumn Lara, (360) 596-8534, [alara@osd.wednet.edu](mailto:alara@osd.wednet.edu); Section 504 and ADA Coordinator (Students) – Ken Turcotte, (360) 596-7530, [kturcotte@osd.wednet.edu](mailto:kturcotte@osd.wednet.edu); ADA Coordinator (Staff) – Starla Hoff, (360) 596-6185, [shoff@osd.wednet.edu](mailto:shoff@osd.wednet.edu); Affirmative Action Officer and Civil Rights Compliance Coordinator – Scott Niemann, (360) 596-6185, [sniemann@osd.wednet.edu](mailto:sniemann@osd.wednet.edu). Address: Knox Administrative Center, 111 Bethel St NE, Olympia, WA 98506.

The Olympia School District will provide reasonable Accommodations to enable persons with disabilities the opportunity to apply for open positions and to participate in District interview procedures. Persons with disabilities or are in need of translation services are asked to notify the Human Resources Office at least three days prior to the date on which the requested accommodation is needed. Human Resources Officer: Voice: (360) 596-6185 or TDD: (360) 596-7537 or FAX: 360-596-6181.