



**Montezuma-Cortez School District RE-1**  
**EVERY STUDENT. EVERY DAY.**

**Position:** Director of Native American Services

**Our Vision**

The district is committed to creating an environment of collaboration and accountability that ensures our students:

- Achieve personal goals and academic growth.
- Are invested in success for their future.
- Attain high levels of literacy and 21<sup>st</sup> century skills.
- Are engaged in active citizenship.
- Learn in a safe and healthy school environment.

**Position Summary:** We are looking for a passionate, qualified educator who is interested in supporting our Native American students. The District Native American Coordinator and Liaison will work with district and school staff to develop systems and processes that help support Native American students be college and career ready. In addition, this person will work with Native American families and Tribal entities to build a partnership with a focus on supporting our Native American youth. This person will assist in creating culturally relevant learning environments.

**Typical Responsibilities:**

Systems of Student Supports

- Review instruction, curriculum, assessments, and culture & climate for cultural bias
- Work with district curriculum director and principals to develop a system of student supports for Native American students that helps improve academic achievement and student engagement outcomes.
- Monitor academic achievement and programming for Native American students.
- Provide guidance to students, parents, and families to support students' college and career goals.
- Analyze Native American student data regularly and create action plans to address areas of concern and to strength areas of growth.

Training and Capacity Building

- Mentor, coach and train paraprofessionals and other staff working directly with Native American students.
- In collaboration with the director of curriculum and principals, review professional development offerings and provide recommendations for training staff on cultural relevance, cultural equity, and historical trauma.

Accountability

- Lead Native American Parent Advisory Committee and increase attendance of Tribal Members
- Facilitate the process for completing the Indian Policies and Procedures (IPP) report and presentation to Tribal members.
- Collaborate with key stakeholders in the development and implementation of the Title VI grant.
- Lead Native American parent and student focus groups and survey Native American parents yearly.
- IMPACT AIDE

Tribal, Family and Community Engagement

- Work with Native American families and Tribal Entities regularly throughout the year
- Facilitate parent nights and other community engagement activities and provide liaison support to Native American families.

- Performs other related duties as assigned or requested.
- Observes all district policies and procedures.

**Essential Physical Demands:**

- Constant lifting 5 to 20 pounds
- Frequent lifting 20 to over 50 pounds
- Constant standing, walking
- Frequent bending, reaching, squatting, climbing, kneeling.
- Occasional crawling, sitting, stooping.

**Supervisory Duties:** None

**Reports to:** Executive Director of Student Academic Services

**Candidate Profile**

<p><b>Education and Certification:</b></p>	<ul style="list-style-type: none"> <li>• High School diploma</li> <li>• Bachelor’s Degree or equivalent (preferred)</li> <li>• Teaching license (preferred)</li> </ul>
<p><b>Experience and Skills:</b></p>	<ul style="list-style-type: none"> <li>• Ability to understand and follow oral and written instructions.</li> <li>• Flexible and maintain a positive attitude.</li> <li>• Work cooperatively with supervisors and coworkers</li> <li>• Excellent Communication skills</li> <li>• Experience and knowledge of supporting online education.</li> <li>• High level of personal organization and planning</li> <li>• Technology proficiency in Excel, Word and Powerpoint.</li> <li>• Experience working with Native American Tribal members preferred.</li> </ul>
<p><b>Culture and Fit:</b></p>	<ul style="list-style-type: none"> <li>• Commitment to the mission and values of Montezuma Cortez Re-1</li> <li>• Desire to work as a member of a dynamic team and grow as a leader.</li> <li>• Openness to feedback and willingness to share ideas.</li> <li>• Enjoys putting systems in place.</li> <li>• Maintains and models high standards of personal and professional integrity and confidentiality.</li> <li>• Collaborative practitioner.</li> </ul>

**Physical Requirements and Working Conditions:** *The physical demands, work environment factors and mental functions described below 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.*

Physical Activities:	Amount of:			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Reach with hands and arms			X	
Use hands to finger, handle, or feed			X	
Climb or balance		X		
Stoop, kneel, crouch or crawl		X		
Talk				X
Listen				X

Work Environment:	Amount of:			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts			X	
Work in high, precarious places			X	
Fumes or airborne particles	X			
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Extreme Cold (non-weather)	X			
Extreme Heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X	X		

Vision Demands:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

Noise Level:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	

Mental Functions:	Amount Of:			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute		X		
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate		X		

The signatures below indicate that this job description has been reviewed by the employee with the supervisor.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name (Print)

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description is not intended to create any express or implied contract of employment or expectancy of continued employment for any definite term.*

## NONDISCRIMINATION CLAUSE



Montezuma-Cortez School District RE-1 does not discriminate against any protected classes as identified by the State of Colorado. A lack of English speaking skills will not be a barrier to participation or admission. The following staff have been designated to handle inquiries regarding our nondiscrimination policies:

**Title IX Coordinator and Compliance Officer** *(Title II/ADA, Title VI)*

Cynthia Eldredge, Executive Director of Human Resources  
 400 North Elm Street, Cortez, CO 81321 970-565-7522 ext. 1135  
[titleIXcoordinator@cortez.k12.co.us](mailto:titleIXcoordinator@cortez.k12.co.us)

**504 Compliance Officer** *(Section 504)*

Lisa Megel, Executive Director of Exceptional Student Services  
 400 North Elm Street, Cortez, CO 81321 970-565-7522 ext. 1118  
[504complianceofficer@cortez.k12.co.us](mailto:504complianceofficer@cortez.k12.co.us)

M-CSD RE-1 School Governance Policies can be found on our website at:  
[www.cortez.k12.co.us/our-district/board-of-education/policies](http://www.cortez.k12.co.us/our-district/board-of-education/policies)

## CLÁUSULA DE NO DISCRIMINACIÓN

El Distrito Escolar Montezuma-Cortez RE-1 no discrimina contra ninguna clase protegida identificada por el Estado de Colorado. La falta de habilidades para hablar inglés no será una barrera para la participación o la admisión. El siguiente personal ha sido designado para atender consultas sobre nuestras políticas de no discriminación:

### **Coordinador del Título IX Oficial de Cumplimiento** (Título II/ADA, Título VI)

Cynthia Eldredge, Directora Ejecutiva de Recursos Humanos  
400 Calle Elm Norte, Cortez, CO 81321 970-565-7522 extensión 1135  
[titleIXcoordinator@cortez.k12.co.us](mailto:titleIXcoordinator@cortez.k12.co.us)

### **504 Oficial de Cumplimiento** (Sección 504)

Lisa Megel, Director Ejecutivo de Servicios para Estudiantes Excepcionales  
400 Calle Elm Norte, Cortez, CO 81321 970-565-7522 extensión 1118  
[504complianceofficer@cortez.k12.co.us](mailto:504complianceofficer@cortez.k12.co.us)

Las políticas de gobierno escolar de M-CSD RE-1 se pueden encontrar en nuestro sitio web en:  
[www.cortez.k12.co.us/our-district/board-of-education/policies](http://www.cortez.k12.co.us/our-district/board-of-education/policies)

11.28.23 DKR

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Referenced Policies: AC, AC-E-1, AC-R (Option 1), AC-R-2\*, JB, JBA, JBA-E, JBB\*, JII-R

*NOTE: Federal law requires districts to provide continuing notification of non-discrimination statements and the Title IX coordinator's contact information. This information must be published in student, parent, and employee handbooks, course catalogs, program/employee application forms, and recruitment materials. 34 C.F.R. § 106.8.*