



Title:	Indian Education High School Liaison
Reports to:	Director of Indian Education and Principal at High
Terms of Employment:	10 Months
Salary:	NC State Salary Schedule

Primary purpose:

To create a flexible class environment that is favorable to learning and personal growth; to establish effective rapport with students; to motivate students to develop skills, attitudes and knowledge needed to provide a good foundation for upper elementary grade education in accordance with each student's ability; to establish good relationships with parents and other staff members. Provide lasting cultural enrichment activities and resources to students, staff, parents and the community at large. Responsible for data collection, accurate reporting and other obligations as defined in the Title VII federal program guidelines. Serve as a curriculum leader in developing activities, lessons and coordinating services for students served in the Title VII program. Raise awareness of the Native American heritage and the Title VII program throughout the district and serve as a key advocate for the program. Act as the sole advisor of the NASA student organization.

Responsibilities:

Duties of this job include, but are not limited to:

1. Develops and implements plans for the curriculum program assigned and show written evidence of preparation as required.
2. Prepares lessons that reflect accommodation for individual student differences.
3. Presents the subject matter according to guidelines established by North Carolina DPI, SCS board policies, and administrative regulations.
4. Plans and uses appropriate instructional/learning strategies, activities, materials, and equipment that reflect accommodation for individual needs of students assigned.
5. Conducts assessment of student learning styles and use results for individualized instruction.
6. Works cooperatively with special education teachers to modify curricula as needed for special education students.
7. Cooperates with other members of the staff in planning and implementing instructional goals, objectives, and methods according to state requirements.
8. Plans and supervise purposeful assignments for subs, volunteers, or student support staff.
9. Assists students in analyzing and improving methods and habits of study.
10. Consistently assesses student achievement through formal and informal assessments.

11. Assumes responsibility for extracurricular activities as assigned and may sponsor outside activities approved by the school.
 12. Presents a positive role model for students that supports the mission of SCS and the school.
 13. Creates a classroom environment conducive to learning and appropriate to the physical, social, and emotional development of students.
 14. Manages student behavior in the classroom and administers discipline according to board policies, administrative regulations.
 15. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
 16. Establishes and maintains open lines of communication with students, parents, staff, and community members.
 17. Uses acceptable communication skills to present information accurately and clearly.
 18. Identifies students to recruit for the Title VII program and completes all paperwork as necessary to accurately certify the student into the program.
 19. Creates an effective environment for learning through functional and attractive displays, bulletin boards, and interest centers.
 20. Selects and requisitions books, instructional aids, program supplies; maintains required inventory records.
 21. Supervises students in out-of-classroom activities during the school day at assigned locations.
 22. Participates in staff meetings, trainings, and curriculum development programs as required.
 23. Accurately keeps records in a timely fashion of students served, student progression, and other local, state and federal reports as directed by supervisor.
 24. Adheres to all Scotland County Board of Education policies and adheres to all standards and elements as noted in the NC Teacher Evaluation Instrument.
24. All other duties as assigned.

Education and Experience

Bachelor's degree of related subject from accredited university
 North Carolina Teaching Certificate
 Experience is preferred but not necessary for hiring
 Valid Driver's License