

# Lummi Nation School

Educational Excellence for the Future



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*'Working together as one to Preserve, Promote and Protect our Sche Lang en'*

## JOB ANNOUNCEMENT

**JOB TITLE:** Curriculum and Assessment Coordinator

*\*\*Re-Advertise\*\**

**OPEN:** March 31, 2021

**EXEMPT:** No

**SALARY:** Lummi Nation School Pay Scale DOE

**SHIFT:** Day

**LOCATION:** Lummi Nation School

**DURATION:** SY – 12 Month Teacher Contract

**CLOSES:** Until Filled

**JOB CODE:**

**DIVISION:** Education

**DEPARTMENT:** Lummi Nation School

**SUPERVISOR:** Dean of Cultural Immersion

**VACANCIES:** 1

**JOB SUMMARY:** The Curriculum and Assessment Coordinator will work collaboratively with the Dean of Cultural Immersion to develop and implement culture and Lummi language curriculum and assessments. This position will coordinate with supervisors to assist with professional development of our teachers. The coordinator will be responsible for the successful design, development, and implementation of our curriculum, working with teachers, parents, community members and other staff to analyze, assess, and improve our educational programs. The coordinator will also be responsible for providing current and updated data and statistics on the assessment needs to the school while assure all curriculum is aligned with cultural relevancy and common core standards and best practice.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES** include the following, and other related duties as assigned.

1. Cultural Curriculum Development – works collaboratively with the Dean of Cultural Immersion to develop, write, and implement the new Culture and Language Curriculum. This will include writing lesson plans, designing teacher training, and all-staff orientation.
2. Curriculum Development – works with teachers and staff to ensure curriculum is aligned with Common Core Standards and is achieving school goals. Reviews current curriculum and recommends changes based on performance data.
3. Assessment Coordination – works with the academic coaches, the Principal, OSPI, and interlocal district to organize and schedule state-mandated testing (SBA, WCAS Science, WA-AIM, AND WAKids) and uploads for Graduation alternatives/Grad pathways. Includes all assessment website uploads and management, testing calendars/plans. Works with NWEA to maintain MAP data, as well as coordinating with teaching staff for testing windows throughout school year. Coordinates with College Board and AP teacher to plan and implement Advanced Placement testing.
4. Use of the EDS and loading of testing scores into Skyward.
5. Grant Writing- seeks out available grant opportunities to strengthen academic and social support opportunities for K-12 students. Coordinates with central office and school staff to gather information and data to complete grant applications and maintain compliance.
6. Professional Development – coordinates with supervisors in the development, support and effective implementation of school's instructional program and services leading to academic success of all students. Assists to direct subject content personnel as assigned and ensures alignment and evaluation of educational programs and services. Benchmarks education and career development best practices including measurement process, and alternative methods of delivery.
7. Performance Evaluation – sets high and measurable goals for student achievement and evaluates student progress in the instructional program by means that include the maintaining of up-to-date

8. student data. Evaluates overall instructional program efficiency by student achievement and teacher performance.
9. Organizational Efficiency – maintains inter-school system communication and seeks assistance from central office staff to improve performance. Maintains good relationships with students, staff, parents, and community members. Respects established lines of authority. Establishes, implements and evaluates procedures used to carry out the daily routine of the school.
10. Professional Development – leads the education and career development initiatives for the staff of the school and works with the Principal to assess the needs of the staff.
11. Master Schedule – works with the 7-12 counselor with creating the master schedule. Implements new curriculum through classroom scheduling. Helps assign classes with designated staff.
12. Course Catalog – will work closely with the High School academic counselor to design and create catalog with all classes provided at Lummi Nation School. The course catalog will have class descriptions, type of credit, and aligned state standards / Common Core Standards
13. Works with High School Counselor to determine testing achievements and completions for graduation purposes.
14. Community – encourages the use of community resources, cooperates with the community in the use of school facilities, and maintains communication with community members.

#### **MINIMUM QUALIFICATIONS:**

- Successful completion of competency – Level 1 of the new LNS Cultural Certification-Required
- BA in Education or related field – Required
- Knowledge of Special Education regulations – Required
- K-8 or 9-12 Teaching Certification – Required
- Master’s degree in education, curriculum development or related field – Preferred
- Evidence of leadership skills, positive human relation skills and organizational/management skills.
- 3 Years successful experience as classroom teacher.
- 3 years successful experience assessing, analyzing, interpreting and reporting academic data and statistics
- Must possess and maintain a valid Washington State Driver’s license and meet eligibility requirements for tribal
- Lummi/Native American/Veteran preference policy applies.

#### **KNOWLEDGE, ABILITIES AND SKILLS:**

- Knowledge of Coast Salish languages and culture
- Knowledge of and connection to Lummi community
- Professional experience in a leadership role
- Strong leadership skills and personal drive
- Passion for the education of Native American children and their families
- Ability to implement programs to improve educational achievement
- Ability to build partnerships with community organizations
- Commitment to technological advancement
- Familiarity with various educational models
- Strategic planning experience
- Strong communication skills
- An entrepreneurial spirit and a proven track record

#### **REQUIREMENTS:**

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.

- This position requires regular contact with or Control over Indian Children and is therefore subject to an extensive Criminal Background Check and CAMIS Check with Washington State Patrol and Federal Bureau of investigation Fingerprint Clearance.
- Proof of U.S. Citizenship.
- Must be able to adhere to strict attendance expectations of the Lummi Nation School.

**TERMS OF EMPLOYMENT:**

- All elements of this job description apply.
- Academic School Year (12-month Contract).
- Salary depends on qualifications.

**EVALUATION**

- Performance of this job will be evaluated in accordance with provisions of the LIBC Policies and Procedures and the Lummi Nation School Board on Evaluation of Professional Personnel.

**TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail [libchr@lummi-nsn.gov](mailto:libchr@lummi-nsn.gov) For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.