

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: K-12 Schelangen Coordinator

OPEN: August 13, 2025

EXEMPT: Yes

SALARY: Education Salary Scale

SHIFT: Days

LOCATION: Lummi Nation School

DURATION: 12 Month School Year Contract

CLOSES: Until Filled

JOB CODE:

DIVISION: Education

DEPARTMENT: Lummi Nation School

SUPERVISOR: Lead Principal

VACANCIES: 1

JOB SUMMARY: This role supports the LNS administration with the coordination and instruction of **Shelangen** culture and **Xwlemi** language in grades K–12, in alignment with LNEB standards.

Responsibilities include curriculum support, staff collaboration, student instruction, cultural enrichment, and family engagement, while ensuring that culturally responsive practices are integrated throughout the school.

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

1. Work closely with the LNS Administration to coordinate the instruction of K–12 culture and language classes under the direction of the LNEB and K–12 Lead Principal.
2. Implement LNEB-approved Language and Culture Standards in collaboration with the K–12 Principal and Curriculum Director, including the development of aligned curriculum maps.
3. Work with the LNS Curriculum Director to review and ensure that the LNS academic curriculum is culturally responsive and aligned with the values, traditions, and needs of the Lummi Nation.
4. Provide instruction to K–12 students in individual and small-group settings, as scheduled.
5. Design and deliver culturally responsive lesson plans that align with academic and cultural standards.
6. Collaborate with administration to build a master schedule for culture and language instruction, including after-school and summer enrichment programs.
7. Serve as a liaison between the school, LNEB, and the community regarding the progress and needs of the language and culture program.
8. Maintain accurate records and uphold strict confidentiality regarding student and family information.
9. Facilitate professional development for K–12 staff on cultural sensitivity, Indigenous pedagogy, and the integration of language and culture into all subjects.
10. Participate actively in staff meetings, school-wide in-service trainings, professional learning communities, and committee work.
11. Collaborate with the instructional leadership team to align goals and contribute to school-wide improvement initiatives.
12. Supervise, coordinate, and evaluate the effectiveness of LNS Culture Nights and other cultural events as directed.
13. Support the planning and implementation of tribal community events in partnership with LNS staff, LIBC departments, and local organizations, as directed.

14. Create and implement strategies to engage families in their children's cultural, language, and academic development.
15. Provide mentorship and instructional support to language and culture staff to ensure high-quality delivery and alignment with community values.
16. Promote the integration of language and cultural teachings into general education classrooms across all content areas.
17. Monitor student behavior and engagement, implementing culturally grounded practices to support student success.
18. Participate in curriculum design and revision committees to ensure the preservation and promotion of the Lummi language and traditions.
19. Contribute to grant-writing efforts and fulfill reporting requirements related to culture and language programming.
20. Support assessment practices that reflect cultural relevance and language development.
21. Stay informed on current research related to Indigenous education and culturally sustaining practices.
22. Model respectful, culturally competent behavior and uphold school-wide expectations, policies, and procedures.
23. Lead and advise student groups related to culture and language activities, as assigned.
24. Assist LNS administration with restorative and culturally appropriate behavior expectations of students.
25. Maintain professional competence through ongoing in-service education and self-directed learning.
26. Perform additional duties as assigned to support student growth, cultural preservation, and school-wide success.
27. Adhere to all Lummi Nation Education Board policies and LNS procedures related to curriculum, grading, professional ethics, and student privacy.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in education, Tribal Administration or a related field from an accredited institute; *preferred*.
- Valid Lummi Tribal certification: culture
- WA State First Nations Peoples Indigenous Certification with a focus on culture or must be eligible and willing to obtain upon hire. (*does not require a bachelor's degree*)
- 4 years of experience teaching Lummi culture.
- 3 years of experience in an upper-level administrative role
- 2 years of experience working in an educational setting; *preferred*.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, SKILLS & ABILITIES:

- Thorough knowledge of the Xwlemi language, culture, and protocols
- Ability to inform, involve, and collaborate with parents, families, and education staff to build strong school partnerships
- Ability to take direction and follow through with timely task management
- Respectful of and sensitive to the values and culture of the Lummi community
- Ability to work independently with limited supervision
- Strong coordination, collaboration, and communication skills when working with LIBC and community partners
- Knowledge and experience with various teaching, learning, and tutoring techniques and approaches
- Ability to monitor, identify, and redirect student misbehavior when necessary
- Experience in planning, scheduling, and coordinating activities and instructional periods
- Ability to always maintain confidentiality
- Ability to work effectively with children of all ages
- Strong organizational and time management skills
- Ability to develop and implement culturally responsive curriculum and instructional strategies

- Proficiency in using technology for instruction, communication, and data management
- Strong written and verbal communication skills
- Ability to facilitate staff training and professional development related to culture and language
- Capacity for reflective practice and ongoing professional growth
- Ability to build positive relationships with students, families, staff, and community members
- Understanding of educational systems, including standards, assessments, and instructional planning
- Commitment to adhering to the strict attendance expectations of Lummi Nation School

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 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.
- Experience working within the Lummi Community with high-risk youth and families in supplying community support services/referrals; *preferred*
- Complete or attend training in First Aid, CPR and Mandatory reporting.
- Must provide verification of employment from other districts/schools.
- Must provide official grade transcripts for highest level of education.
- Legally eligible to work in the United States.
- Must be able to adhere to the strict attendance expectations of the Lummi Nation School.

TERMS OF EMPLOYMENT:

- All elements of this job description apply.
- Academic School Year (12-month contracted Employee Certified Position)
- Salary depends on qualifications.
- 90-Day Probationary Evaluation Period Applies.

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 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.