



SITTING BULL COLLEGE 9299 HWY 24 FORT YATES, ND 58538

www.sittingbull.edu

701.854.8000

EMPLOYMENT OPPORTUNITIES

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Closing Date: Until Filled
POSITION TITLE: Wahohpi Director
LOCATION: Family Support Center
Sitting Bull College
Fort Yates, ND
SALARY: Administrative Level IV
(\$43,400-\$54,400)
SUPERVISION: Dean of Students

SUMMARY OF WORK:

The Wahohpi Director is responsible for instructional leadership and guides understanding, development, implementation, and evaluation of Dakota/Lakota centered, self-directed learning, place based curriculum at the Nest; responsible for day-to-day operations and administration of SBC's Nest based on community derived school-wide Strategic Plan. Duties include supervisory and administrative responsibilities as well as operations that directly relate to Immersion Education classroom instruction. The Principal will be required to complete the necessary coursework to attain Dakota/Lakota Language Eminent Scholar Certification and other licensures and Nest grants as required.

DUTIES AND RESPONSIBILITIES:

1. Facilitates the development and implementation of a school-wide strategic plan, based on the continuous study of data to evaluate programs and make decisions.
2. Works closely with Nest staff to ensure delivery of differential classroom instruction that are both pedagogically effective and maintains a high standard of Dakota/Lakota language and culture content.
3. Facilitates the development, publication, and use of new Dakota/Lakota instructional materials by the professional staff.
4. Communicates the developed and piloted Dakota/Lakota curriculum and assessment plan to the professional staff and maintains a list of instructional materials.
5. Observes teachers in their classrooms and offers insights for the enhancement of the Dakota/Lakota centered, language immersion, self-directed, child centered learning environment.
6. Coordinates training/professional development needs for staff and teachers.
7. Oversees and coordinates Nest event planning (public programs and outreach, strategic planning, classes, etc.).
8. Develops and manages annual Nest budget and accompanying fundraising/development plan, and oversees billing per established policy.
9. Responsible for completion and preparation of all reports necessary to maintain funding and programmatic and school compliance.
10. Oversees and facilitates Nest Leadership Team Meetings.

11. Maintains relationship with ND Department of Instruction for approval of the program and necessary reporting.
12. Maintains appropriate licensure of the Nest. Monitors the classrooms and staff training for licensure compliance i.e. CPR/First Aid, Food handlers, Equity, Mandatory Reporting, safety plan etc.
13. Required Certifications - time will be allowed to complete the necessary coursework for the following:
 - a. Dakota/Lakota Language Eminent Scholar Certification
14. Serves as community liaison and outreach person to the public for the Nest.
15. Facilitates communication among all of the school's constituents and encourages their participation in Nest activities and events.
16. Oversees and coordinates orientation and parent learning & meetings; provide parent reports and communication on an established basis.
17. Facilitates the establishment and enforcement of Nest policies, application/enrollment packets, and handbooks, and emergency procedures.
18. Recruit, hire, supervise and evaluate Nest staff using established policies;
19. Maintains Nest School files and assures that all student, staff, and administrative files are kept updated and confidential
20. Holds membership in their professional organizations, reading professional publications and attending meetings, workshops and conventions with a focus on alternative education – immersion, Montessori, project based learning principals.
21. Serve on all college committees as appointed.
22. Must communicate effectively with others.
23. Other duties as assigned by supervisor.

QUALIFICATIONS:

1. Bachelor's Degree in Education or related field preferred or 3 years of Indigenous Immersion Education or Alternative Education experience, Masters Degree in Education or related field preferred.
 2. Previous successful experience as a language immersion or native language teacher preferred.
 3. Have knowledge and experience working with Tribal, State and Federal programs.
 4. Knowledge of Lakota culture, language and the Standing Rock Indian Reservation.
 5. Knowledge and experience with alternative education approaches, Language Immersion, Montessori, Project Based Learning.
 6. Must successfully pass a background check.
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New hires are subject to Tribal background check and pre-employment drug/alcohol testing. Must be drug free. EEO/AA/M/F/D/V Employer

Please submit: Cover letter, Resume, official transcripts, 3 current reference letters signed and dated (1 from immediate supervisor), certificate of Indian blood (if applicable), copy of Social Security Card & Valid driver's license & SBC Background check to: Personnel Office Sitting Bull College 9299 HWY 24 Fort Yates, ND 58538 (701)854-8004.

Any applicant not having the above documents enclosed will not be considered.