



Job Title: Indian Education Resource Advisor

Department: Indian Education
Reports To: Indian Education Coordinator
Grade: Teachers' Salary Schedule
Number of Days: Teachers Schedule
Security Access: Roosevelt
Current Date: August 20, 2012
Overtime Status: Exempt

Job Objectives: To oversee the academic, culture, and resource needs of Native American students necessary to attain academic achievement.

Minimum Qualifications:

- Bachelor Degree
- Oklahoma State Teacher Certification

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Maintain data base of identified Indian students at assigned schools for attendance, grades, mobility, behavior, home visits, school visits, higher education information, tribal information and awards recognition.
- Utilizes Power School for tracking and cross referencing for student information/accountability, to obtain 506 forms and tribal documentation for Title VII, Creek Johnson O'Malley, and Cherokee Johnson O'Malley student counts for funding of the Indian Education Program.
- Power School access is essential for identifying Native American students enrolled as "M" on Power school ethnicity.
- Utilizes Power School to obtain Cherokee Nation tribal documentation of students attending schools in Cherokee Nation jurisdiction for the Cherokee Nation Tag Allocation which goes to the District.
- Utilizes Power School in obtaining student tribal documentation, grades, and attendance for tribal incentives for the "Choctaw and Chickasaw Tribal Nations.
- Liaison for student, home, and school.

- Offers and provides necessary information, advisement, reinforcements and referral services to eligible Native American students enrolled in PK-12.
- Communicates and shares knowledge of program services to building personnel, academic peers, parents of eligible students and area social and health agencies.
- Maintain records and logs of daily travel, services and tasks rendered to student population and other entities requiring expertise of the Indian Education component.
- Participates in Cultural Exchange Day with cultural presentations.
- Provides higher education workshops at local, state and national level.
- Acts as advocator for student and parent.
- Coordinates and participates in field trips to higher education institutions, museums, tribal activities, etc.
- Performs all tasks assigned or determined necessary by the Project Coordinator for the completion of program goals and objectives.
- Weekly schedule and monthly reports submitted to Project Coordinator.
- Maintains confidential student records.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Computer Network Applications

Supervisory Responsibility: Does not directly supervise any individuals.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Office environment.
- Resource advisors will travel to assigned school sites on a daily basis.

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