



OFFICE OF HUMAN RESOURCES

Job Information	
Job Title: First Nations Studies – Menominee Language & Culture Teacher	Last Revised/Approved: <i>June 2021</i>
Job Code:	Reports To: Program Coordinator
Office: <i>Office of Academics</i>	Department: Bilingual & Multicultural Education

Compensation Information	
Pay Grade: 01	Pay Range: \$44,325 (start)
FLSA Status: <i>Exempt</i>	Term of Employment: FT

Position Summary/Purpose:

Provides, coordinates and teaches the Menominee Language and Wisconsin Woodland Tribal Culture teachings to students and families, ensuring that First Nations Studies students have means, opportunity, preparation and access to Menominee Language and Woodland Tribal Culture. Provides students the culturally-relevant curriculum designed for First Nations students and families that want to learn the Menominee Language and learn about the Woodland Tribes of Wisconsin.

Essential Functions/ Core Competencies:

An essential function is a duty or responsibility that is fundamental to the job — a critical, or basic component of that job. An essential function cannot or should not be assigned elsewhere.

Note: An Essential Function must meet the following criteria:

- ✓ *Does the job exist to do this function?*
- ✓ *Would taking this function from the job fundamentally change the job?*
- ✓ *Would there be significant consequences if this function were not performed?*
- ✓ *Can other employees do this function if necessary?*
- ✓ *How much time per week is spent doing this function?*
- ✓ *Do people in similar positions elsewhere do this function?*

- Teaches Native language and culture in a learning environment.
- Develops a curriculum of Native language and culture.
- Uses varieties of instructional strategies, incorporating current technology whenever possible to teach Native language and culture curriculum. Uses various teaching styles to meet the needs of all language learners.
- Plans, organizes and implements cultural activities, providing resources to team members and students, and locating guest speakers for cultural instruction.
- Creates and administers formative and summative assessments to guide instruction. Evaluates academic and social growth to meet the needs of all students.
- Coordinates with the Project Director to create an independent plan for developing skills and abilities in language, culture and teaching.
- Maintains student records, and prepares progress reports.
- Communicates with parents/guardians about student academic progress and behavior through conferences and other means.
- Provides translation of words, phrases, commands and other written material as needed for programming.

- Participates and collaborates with other staff in all-team meetings, curriculum team meetings, educational conferences, school committees, faculty meetings and professional development seminars and workshops.
- Supervises students in a variety of educational environments.
- Establishes and maintains a positive learning climate in the classroom with effective classroom management.
- Assists students and families in completing the registration forms to access the language and culture class.
- Demonstrates the Seven Teachings in job performance and interactions with students, team meetings and community.
- Maintains resources to support learning and instruction.
- Incorporates American Indian culture, language, traditions and the Seven Sacred Gifts into the curriculum and educational programming.
- Actively participates in learning about Native culture, language, traditions and the Seven Teachings.
- Builds and maintains professional relationships with students, families, team members and administration that are positive, constructive and focused on team collaboration.
- Actively supports the MPS Strategic Plan.
- Completes other duties as assigned.

Job Requirements:

Education Requirements:

- A bachelor's degree and current certification as an educator from the Wisconsin Department of Public Instruction.
- Knowledge of Menominee language and ability to teach children and adults.
- Knowledge of First Nations studies with an emphasis on the eleven Woodland Tribes of Wisconsin and knowledge of Woodland Tribe teachings and medicines.

Experience Requirements:

- Minimum of 2 years of experience working with students and teaching Menominee Language.

Knowledge, Skills and Abilities:

- Effective oral and written communication and presentations skills and positive interpersonal skills is required.
- Skill at organizing resources and establishing priorities.
- Excellent teamwork skills are essential.
- The ability to develop effective working relationships with diverse individuals at all levels is required.
- Must have excellent planning and organizational skills.
- A working knowledge of computer applications to include MS Office software, the MPS Portal and on-line educational modalities is required.
- Knowledge of Infinite Campus is preferred
- Must be able to juggle numerous responsibilities with varying deadlines.

Working Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Typical office or school environment
- Position may be required to work additional hours, outside of the normal business day as a regular part of the job.

Physical Demands:

- General standing, lifting, walking & bending

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

Equal Opportunity:

The Milwaukee Public Schools does not discriminate in its programs, activities, facilities, employment, or educational opportunities on the basis of a person's sex, race, age, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or disability. Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

In accordance with Wisconsin Statutes, every applicant for a position with Milwaukee Public Schools will be subject to the open records law. Any applicant not wishing to have his/her identity released, must submit a written statement to that effect to the Department of Human Capital. The identities of all "final candidates" may be released. Milwaukee Public Schools reserves the right to interview the best qualified candidates.