



Employee Job Description		
Position Title: Ojibwemowin Immersion Student Support Staff		
Position ID #		
Facility: St. Croix Tribal Education		
Job Family: Education Department	Comp Grade:	Status: FT

St. Croix Chippewa Indians of Wisconsin Leadership will strive to uphold the mission, vision, and values of the organization. They will serve as role models for staff and act in a people centered, service excellence-focused and results oriented manner.

Position Summary:

This position reports to the Tribal Education Director. This position provides opportunities for Tribal Youth to attend Waadookodaading and/or other language immersion institutes, camps, and language learning opportunities.

Essential Functions:

The Immersion Student Support Staff coordinates and provides transportation and other support services to St. Croix Tribal Students for the purpose of language initiatives, especially those focusing on immersion opportunities.

Immersion Student Support Staff

- Coordinate and facilitate daily transportation to Waadookodaading and/or other language immersion institutes, camps, and language learning opportunities
- Assist in planning and facilitating language learning and immersion opportunities within St. Croix Tribal Communities.
- Work with students and families to meet the unique individual needs of Immersion Language Students or those seeking specialized language education.
- Any other duties assigned by supervisor

Note: *The essential functions are intended to describe the general contents of and requirements of this position and are not intended to be an exhaustive statement of duties. Specific tasks or responsibilities will be documented as outlined by the incumbent's immediate manager.*

Type of Supervisory Responsibilities:

- N/A

Directly Reporting to: Tribal Education Director

Matrix of INDIRECT Reporting: St. Croix Tribal Council

Scope and Complexity:

Interacts with all levels of management and employees; often trusted with maintaining confidentiality and relaying highly sensitive information, and appropriate application of business operations and practices.

Physical Demands/Environment Factors:

- Requires daily driving to facilitate transportation needs of students using Tribal Vehicles to ensure students arrive at Immersion School (or other programs) in a timely manner.
- Requires extensive sitting with periodic standing and walking.
- May be required to lift up to 50 pounds.
- Requires significant use of personal computer, phone and general office equipment.
- Need ability to communicate effectively through reading, writing, and speaking in person or on the telephone.
- Requires daily off-site travel.

Minimum Qualifications:

- Associates Degree or 2+ years of experience in education, working with youth, or related fields.
- Must have a valid drivers license and meet and maintain the eligibility requirements of the St. Croix Drivers List
- Must possess the ability to work with youth of all ages including 4K-12th Grade.
- Requires ability to pass a background check
- Requires ability to maintain strict confidentiality
- Requires certification or ability to be certified in Basic First Aid
- Must possess qualities including working independently, conflict resolution, and responsibility

- Requires basic working knowledge of office equipment and computer skills.

Preferred Qualifications

- Proficient in use of Microsoft Word, Excel, Powerpoint, Outlook Email, etc.
- Knowledge of St. Croix Tribal Culture and History

Native American Preference Given in Accordance with P.L. 93-638 and Amendments

EEPID	Employee Printed Name	Employee Signature	Date
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Supervisor Printed Name	Supervisor Signature	Date
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*These are expected to be updated regularly as responsibilities come and go, and will be used to notify employee annually. All signatures are required.