Employee Job Description	
Position Title: Native American Student Success Coordinator	
Facility: Cumberland Elementary School	
Job Family: Tribal Education Division **Comp Grade:** DOQ	**Status:** Part-time

Position Summary: The purpose and function of the Native American Student Success Coordinator are to support and empower Native American students by providing culturally relevant programs and services at the Cumberland Schools. Additionally, this position will work with the St. Croix Tribal Education Division to provide support services and to maintain communication between school administrators and teachers, parents/guardians, students, and the St. Croix Chippewa Indians of Wisconsin (SCCIW) leadership.

Essential Functions: Serve Native American students in schools by supporting and developing services and/or programs that foster their academic, cultural, and social well-being. Another essential area is to provide Ojibwe language and cultural programming that fosters an environment that builds and nurtures a strong identity and self-esteem. A critical part of this position is to communicate regularly with the school district/staff, St. Croix Tribal Education Division, Native American guardians/parents, and students within their tribal communities. If applicable, they will be required to work with the Local Indian Education Committee and St. Croix leadership to develop and deliver appropriate dialogue and training for teachers, schools, and other community members.

Job Duties:

- Student Data Management and Reporting
    - Maintain a list of all eligible Native American students (when applicable, complete required 506 and Johnson O'Malley forms)
    - Work with the schools and SCCIW Tribal Education Division to ensure federal grants and impact aid are accounted for
    - Track and monitor student grades and academic success to provide early intervention services.
    - Work with school staff to gather and monitor quarterly attendance data, and, when appropriate, make referrals to St. Croix Truancy and Prevention Case Managers
    - Maintain daily activity log using the Tribal Education Division template, to provide ongoing program updates to St. Croix Education Division Director, school administration, school staff, and parents
    - Abide by FERPA and maintain confidentiality
    - Provide and communicate necessary data to the K-12 Youth Programs Manager and Tribal Education Division Director
- Academic and Social Support
    - Provide age-appropriate tutoring, academic support, in-class support, and guidance
    - Serve as an advocate and role-model for Native American students

 Date Posted: 10/16/2026

    - Collaborate with appropriate St. Croix Tribal resources and, when requested, attend IEP meetings, disciplinary meetings, or other meetings/interventions arranged by the school to serve as an advocate for the student's best interests.
    - Arrange meetings with parents/guardians and school staff/teachers as needed for student/family concerns.
    - When necessary, report or refer students to appropriate authorities (i.e., school principal, school officer, local police, etc.)
    - If applicable, coordinate Johnson O'Malley (JOM) and Title VI services for the school, as well as forming a parent advisory committee
- Ojibwe Language and Cultural Programming
    - Provide directions in coordinating Treaty rights-related activities and programs with students
    - Develop and lead after-school clubs, programs, or activities
    - When applicable, coordinate after-school programs or activities and transportation with Maple Plain, Sand Lake, Round Lake, and/or Danbury community center staff
    - Help coordinate a powwow and/or a major program
    - Develop a plan for Ojibwe language support and other youth activities using St. Croix tribal affiliated resources
- Training and Workshop Development
    - Attend necessary training for professional development
    - Work with the Tribal Education Division to provide training for ACT 31 and/or cultural presentations for teachers, staff, and administrators
    - Participate in school in-service trainings and parent/teacher conferences as a program representative
- Other
    - Attend monthly Tribal Education Division meetings, workshops/trainings, and conferences deemed appropriate by the St. Croix Tribal Education Division and/or school administration.
    - Actively contribute to St. Croix Education Division's mission, program goals, and services.
    - Collaborate with additional outside services for students, such as counseling, GLITC-VRNA, or WI DWD programs
    - Work with the SCCIW Tribal Education Division in academic planning for each school year
    - Any other duties assigned by the 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.

Supervisory Responsibilities: Supervising students in a school setting

Directly Reporting to: St. Croix Tribal Education Department

Scope and Complexity: Works collaboratively with students, families, school personnel, Tribal staff, leadership, and community partners. The position regularly handles confidential student and family information, coordinates multiple services and activities, and exercises sound judgment when responding to academic, attendance, behavioral, cultural, and family-related concerns.

Physical Demands/Environmental Factors:

- Requires extensive sitting with periodic standing and walking.
- May be required to lift up to 20 pounds.
- Requires significant use of personal computer, phone, and general office equipment.

- Needs adequate visual acuity, ability to grasp and handle objects.
- Need ability to communicate effectively through reading, writing, and speaking in person or on the telephone.
- May require off-site travel.

Minimum Qualifications

- High school diploma, GED, or equivalent required.
- Two or more years of experience working in an educational setting, youth-serving organization, or related field.
- Basic to intermediate computer skills, including the ability to enter, retrieve, and maintain student- and program-related information.
- Demonstrated conflict-resolution and relationship-building skills.
- Demonstrated ability to work collaboratively with school personnel, families, Tribal staff, and community partners.
- Effective verbal, written, and presentation skills.
- Ability to maintain confidentiality, meet deadlines, maintain accurate documentation, and provide responsive student services.
- Demonstrated ability to provide academic support to students.
- Demonstrated commitment to teamwork and ongoing professional development.
- Knowledge of local and Tribal resources, including health, behavioral health, AODA, education, and other services available through St. Croix Tribal government.

Preferred Qualifications:

- Associate or bachelor's degree in education, early childhood education, human services, or a related field preferred.
- Familiarity with Public Law 93-638, Johnson O'Malley, EASIE (Title VI), and Wisconsin Act 31 and other education laws pertaining to Native American students and families.
- Knowledge about the St. Croix Chippewa Indians of Wisconsin Culture and History.
- Experience in tutoring and mentoring students.

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