



## **Position Description: Secondary Instructor**

Status:	Full-time, Nonexempt
Starting Compensation:	\$50,000 annually
Paid Time Off:	Accrual begins at 5 weeks annually in addition to at least 12 paid holidays
Reports to:	Director of Takoda Prep High School
To apply:	Email cover letter, résumé, and three references to <a href="mailto:info@aioic.org">info@aioic.org</a>

## **Summary**

American Indian OIC operates Takoda Prep, an alternative high school contracted through Minneapolis Public Schools, and Takoda ABE, an adult basic education program that is part of the Minnesota Department of Education's Adult Basic Education Consortia. The secondary instructor is responsible for providing classroom instruction and administrative support for these programs.

## **Duties & Responsibilities**

- Develop curricula and teach 3-4 classes general education courses daily to secondary students enrolled in Takoda Prep and Adult Basic Education, likely in the content areas of math and social sciences.
- Develop assessment tools and track progress through grading and personalized academic interventions
- Provide timely communication on academic needs and progress to students and families
- Implement disciplinary policies and protocols when needed
- Support administrative program requirements by assisting with projects like student enrollment, transition planning, and testing coordination
- Work with program staff and internal and external partners to achieve deliverables required by American Indian OIC's philanthropic partners.
- Attend required trainings and meetings with the programs' professional associations and partnership networks
- Participate in professional development and maintain requirements for education licensure

*This should not be considered a comprehensive list of job duties and responsibilities and the scope of the position may reasonably change as necessitated by organizational needs.*

## **Qualifications**

### **Required**

- Minnesota teaching license at the secondary level, or ability to acquire conventional or provisional license
- Cultural competency working in a diverse environment
- Ability to develop secondary curricula and coursework that emphasizes the Native American experience and incorporates Indigenous values and practices into pedagogy
- Strong communication skills and ability to work in a team environment

- Ability to create a welcoming and trusting atmosphere for students and team members
- Proficiency using a personal computer, and Microsoft Office and Google Suite products
- Ability to use and adapt to different technology tools and databases

### Preferred

- Understanding of Minnesota's Indigenous communities, cultures, and practices
- Two years' teaching experience
- Math teaching experience or math licensure

## Compensation & Status

The secondary instructor is a full-time, nonexempt, year-round position with compensation starting at \$50,000 annually. School hours are 8:30am-4:30pm, Monday-Friday, however occasional weekend and evening hours may be required when needed. With supervisor approval, this position may be granted reasonable remote work privileges on non-instructional days. This position qualifies for medical, dental, and retirement benefits. Up to five weeks of paid time off can be accrued during the first year of employment with increases in subsequent years. American Indian OIC also offers at least twelve paid annual holidays. Free onsite parking is available, and the campus is easily accessible by bike, bus, and light rail.

## Physical Demands & Work Environment

American Indian OIC is a culturally rich environment and follows a business casual dress code. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands, reach with hands and arms, and talk or hear. The employee is frequently required to sit for long periods. The employee may occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. The work environment noise level is typically moderate.

## About American Indian OIC

American Indian OIC (AIOIC) was established in 1979 to address the education and employment disparities faced by Native American families living in and around South Minneapolis. The organization was founded as a career counseling provider, but now offers multi-faceted education and workforce development services through its alternative high school, Adult Basic Education program, job training center, and career counseling services. The goal of these programs is to give people the foundational education and support needed to pursue meaningful career opportunities. Although it was founded to serve people of Native descent, most of AIOIC's programs are open to anyone regardless of race, creed, gender, religion, age, or sexual orientation. Annually, more than 1,000 people from the Twin Cities metropolitan area and affiliated with 40 distinct tribal nations from the US and Canada, utilize AIOIC's services.

American Indian OIC is an Equal Opportunity/Affirmative Action Employer and will not discriminate against any person on any legally recognized basis ("protected class") including, but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information or any other protected class under federal, state, or local law.