



Position Description: **Director of Secondary Education**
Status: Full-time, Exempt
Starting Compensation: \$85,000+
Paid Time Off: Accrual begins at 5 weeks annually in addition to at least 10 paid holidays
Reports to: President & CEO
To apply: Email interest statement, résumé, and references to info@aioic.org.

Summary

The director of secondary education serves as the strategic leader of American Indian OIC's (AIOIC) Adult Basic Education/GED program and its accredited alternative high school, Takoda Prep. The director is responsible for curriculum development, staff management, contract reporting, recruitment, and overall student experience and program outcomes.

Duties & Responsibilities

- Manage core operations and workplans that achieve superior performance and positive outcomes for students enrolled in American Indian OIC's secondary education programs, resulting in the academic and career advancement of its students
- Lead core program activities, including enrollment, attendance reporting, maintaining academic records, and leading faculty and staff
- Oversee curriculum development and delivery, grading and grade recording, and student communications
- Serve as the primary liaison between American Indian OIC and Minneapolis Public Schools and the Minnesota Department of Education
- Ensure ongoing contract compliance for the programs and manage the integration of new contracts
- Maintain a reporting calendar and develop data and narrative submissions for contract holders and AIOIC's board of directors
- Coordinate transition planning for graduating students to ensure each has a defined pathway into post-secondary matriculation and/or career services
- Oversee program budgets and collaborate with finance staff on contract billing and financial reporting
- Lead a team of instructors and administrators and provide ongoing management, onboarding, professional development, and performance evaluation activities
- Develop internal and external resource, referral, and recruiting relationships that advance program and participant outcomes
- Serve as the first point of contact for departmental conflicts or complaints
- Provide oversight to ensure the accurate use of and entry into internal and external program databases
- Serve as a key member of the agency's leadership team and ensure the department's outputs, outcomes, and practices are in alignment with American Indian OIC's strategic vision and values
- Represent AIOIC at partnership meetings, networking events, and professional development opportunities.

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

- Cultural competency working in a diverse environment
- Three or more years' experience working in an education setting

- Ability to integrate secondary education requirements with Native American cultural practices and teachings
- Ability to follow privacy and confidentiality policies
- Strong verbal and written communication skills
- Ability to create a welcoming, trusting, and professional environment for participants
- Strong time management skills and the ability to prioritize work
- Proficiency using a personal computer and Microsoft Office/Office 365 and the ability to navigate databases and enter data accurately

Preferred

- Understanding of Minnesota's Indigenous communities, cultures, and practices.
- Bachelors' degree in education and Minnesota teaching license
- Previous experience using education and human services databases like SIDS, Discovery, and Workforce One.
- Understanding of human services and education programming and ability to align eligibility requirements and needs with appropriate contacts and resources

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.

Compensation & Status

The director of secondary education is a year-round exempt position, with compensation starting at \$85,000 annually. American Indian OIC's operating hours are Monday-Friday from 8:30am-4:30pm, however weekend and evening hours may be required occasionally. Reasonable, occasional remote work privileges will be granted with supervisor approval. 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. AIOIC also offers at least ten paid holidays annually. Free onsite parking is available, and the campus is easily accessible by bike, bus, and light rail.

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 800 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.