



# *Waadookodaading*

*Ojibwe Language Institute*  
8575N Trepania Road Hayward, WI 54843  
715-634-8924, ext 1283  
[www.waadookodaading.org](http://www.waadookodaading.org)

## **Director of School Operations**

Position: Director of School Operations  
Supervised by: Waadookodaading Executive Director  
Supervises: Waadookodaading Instructional Staff  
Compensation: \$70,000 - \$80,000, DQ  
Location: Waadookodaading Ojibwe Language Immersion School  
Administration: Title XIV Chapter 7 LCO Ojibwe School – Waadookodaading Personnel Policies and Procedures of the Lac Courte Oreilles Band of Lake Superior Chippewa Indians  
Hours: 7:45 a.m. – 3:45 p.m. Monday – Friday, 46 weeks

Under the direction of the Executive Director, the Director of School Operations serves as an instructional leader in the planning, coordination, and administration of school activities and programs including but not limited to; curriculum, instruction, assessment, student conduct and attendance, coordination with Lac Courte Oreilles schools, school operations, and the supervision and evaluation of assigned personnel.

### Qualifications:

1. Bachelor degree in education or related field.
2. Experience working with K-12 students.
3. Proficiency with computers and other classroom technology, including student information management systems, Microsoft and Google Suite.
4. Dedication to revitalization of Ojibwe language through Indigenous language medium education at micro and macro levels.
5. Valid WI teaching license and 5+ years of classroom experience

### Preferred Qualifications:

1. Valid WI administrators license.
2. Ability to use the Ojibwe language to interact with Waadookodaading students and staff.

### Performance Responsibilities:

- Assist the Executive Director in providing instructional leadership to the schools.
- Observe and evaluate classroom and curricular staff in accordance with approved assessment instruments;
- Supervises and evaluates the performance of designated certified and/or instructional personnel.
- Assist teachers regarding education and implementation of classroom instructional strategies, curriculum development, assessments, and classroom management.
- Develops and administers disciplinary procedures in accordance with policies and applicable regulations.
- Responds to and resolves parent, student, and staff concerns or complaints.
- Liaison with other agencies or collaborative partners.
- Works with the Executive Director to establish a safe and secure learning environment for students, including emergency planning.

- Work collaboratively with administrative staff to develop professional development opportunities consistent with classroom needs.
- Assist classroom staff with student behavior.
- Data input and monitoring in regards to student attendance/behavior.
- Attend IEP meetings and assist classroom staff in the implementation of modifications and accommodations.
- Participate on the hiring committee for all classroom and curricular staff.
- Lead instructional staff meetings.
- Compile, distribute and communicate school year scheduling to appropriate staff.
- Assist in developing and revising policies and procedures in collaboration with the administrative management team.
- Make regular reports to the Executive Director regarding staff and student success and needs.
- Guide and monitor instructional staff to create and implement Professional Education Plans.
- Ensure appropriate teaching licensure is obtained by all instructional staff.
- Perform other support duties as assigned.

Please submit LCO School application, background check release, resume, working contact information for three references, and letter of interest to Lisa LaRonge [lisa.laronge@lcoosk12.org](mailto:lisa.laronge@lcoosk12.org), Preston Larson [preston.larson@lcoosk12.org](mailto:preston.larson@lcoosk12.org) or at the administrative offices located at the address listed above.