



Waadookodaading

An Ojibwe Language Institute

8575N Trepania Road Hayward, WI 54843

715-634-8924 ext. 1313 Fax (715) 634-6058

www.waadookodaading.org

School Operations Manager (SOM)

Position: School Operations Manager (SOM)
Supervised by: Waadookodaading Executive Director
Supervises: Waadookodaading Ojibwe Language Medium Classroom Staff
Compensation: Negotiated, per qualifications
Location: Waadookodaading Ojibwe Language Medium 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: 7:30a.m. – 4:30 p.m. Monday – Friday, 52 weeks

Qualifications:

1. Valid WI teaching license and 5+ years of classroom experience or valid WI administrators license.
2. Experience working with K-8 students.
3. Must be able to work with others, lead meetings and trainings.
4. Ability to use the Ojibwe language to interact with Waadookodaading students and staff at all times.
5. Proficiency with computers and other classroom technology, including student information management systems (Infinite Campus).
6. Dedication to revitalization of Ojibwe language through Indigenous language medium education at micro and macro levels.

Performance Responsibilities:

1. Observe and evaluate classroom and curricular staff in accordance with approved assessment instruments;
2. Assist teachers regarding education and implementation of classroom instructional strategies, curriculum development, assessments, and classroom management.
3. Develop and provide professional development opportunities consistent with classroom needs.
4. Assist classroom staff with student behavior.
5. Data input in regards to student and staff attendance/behavior.
6. Attend IEP meetings and assist classroom staff in the implementation of modifications and accommodations.
7. Participate on the hiring committee for all classroom and curricular staff.
8. Lead instructional staff meetings.
9. School year scheduling for classroom staff
10. Develop and revise policies and procedures as part of the administrative management team.
11. Make regular reports to the Executive Director regarding staff and student success and needs.
12. Guide instructional staff to create Professional Development Plans.
13. Ensure training objectives for Eni-nitaa-agindaasong grant are met and appropriate teaching licensure is obtained by all personnel and supervise project staff ensuring project goals are met.
14. 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 Gordon Jourdain, gordon.jourdain@lcoosk12.org or at the administrative offices located at the address listed above.