



Red Cloud Indian School  
**Job Description**

**Job Title:** Director of Food Sovereignty  
**Supervisor:** Executive Vice President  
**Program Title:** Food Sovereignty  
**Status:** Full Time-Twelve Month Contract- Grant Funded Program  
**Classification:** Exempt  
**Prepared & Approved By:** Executive Vice President

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**Mission Statement:**

The mission of Red Cloud Indian School (RCIS), a Catholic Institution administered by the Jesuits and the Lakota People, is to develop and grow as a vibrant Church, through an education of the mind and spirit that promotes the values of the Lakota Culture. RCIS includes two elementary schools, a high school, Heritage Center, and six parishes on Pine Ridge Indian Reservation in SW South Dakota.

**Farm to School Summary:**

The Red Cloud Food Sovereignty Director will be responsible for planning, maintaining, and sustaining the farm and greenhouse on-site. The Food Sovereignty Director position and program is contingent upon grant funding. The Director will therefore be required to maintain a successful collaboration with the Advancement office to ensure the work of future fundraising and relationship building to donors is sustainable. The Director will collaborate and network with the Sodexo manager to supply cafeteria produce that meets food safety standard requirements. The Director will design and implement a curriculum for students on a district level, engaging all grades. The Food Director will work with community partners outside of Red Cloud Indian School to promote its mission of community support and engagement and to build relationships that promote food system resilience, cultural foods revitalization, food sovereignty education and advocacy, and positive community impact.

I. DUTIES AND RESPONSIBILITIES:

**A. Administration**

1. The director is expected to be a trusted member of the executive vice president's cabinet.
2. Ensure the hire and placement of support personal and summer interns
3. Ensure all hiring orientation and paperwork has been complete
4. Manage all time sheets
5. Responsible for evaluation and disciplinary actions.
6. Attend Executive Cabinet meetings as needed.
7. Maintains communication with the RCIS business office regarding financial matters related to the Food Sovereignty Initiative and its related programs
8. Ensure all Purchase Orders and necessary program invoicing paperwork is processed before late fees or penalties are imposed on RCIS, Inc.
9. Supervise the Cultural Plants and Foods Specialist [Outreach Coordinator]
10. Other duties as assigned by the Executive Vice President

**B. Program Development & Evaluation**

1. Managing the Farm to School Program.
  - a. Establish policies and procedures to accomplish the mission and purpose of the Farm to School Program.
2. Maintain weekly records for SODEXO



3. Responsible for collaborating with the Advancement team on grant writing, updating continuation grant proposals and the pursuit of new grants; negotiating budgets and budget management.
4. Works with the Executive Vice President to determine goals and objectives, and performance measures.
5. Solicits the evaluations of the Food Sovereignty Programs annually.
6. Collaborate with the Advancement team on contracting an independent evaluator at the end of each three-year cycle to determine how the Food Sovereignty Initiative is meeting its goals and objectives.

#### **C. Public Relations**

1. Maintains communications with national and local media and organizations, including, but not limited to: The Rapid City Journal, Native Sun News, The People's News, The Lakota Times, KILI Radio, JSN, and CNCS.
2. Meet with Red Cloud visitors as needed.

#### **D. Community Outreach and Engagement**

1. Attend Lakota Food Sovereignty Coalition meetings and events.
2. Develop and maintain partnerships with Lakota organizations and growers who promote food sovereignty (daily communication likely needed)
3. Organize programs and events for community involvement, including the Farmers Market.
4. Work with local growers to build capacity for school production. Next, work with growers to procure produce for the cafeteria.
5. Present and support education surrounding food sovereignty in the local community at local events, etc.

#### **E. Curricular Development**

1. Plans, organizes, and facilitates opportunities for students to work within the farm and greenhouse
2. Inform and collaborate with teaching staff of the opportunities available
3. Maintain a record of all activities and processes
4. Responsible to develop after school programming

#### **F. Building and Grounds**

1. Daily Responsibilities: Water Plants, Feed Fish, and check heater and all pipes and do a visual of the building.
2. Weeding the garden and the greenhouse.
3. Regular Pest Management in greenhouse and garden
4. Weekly deep inspections of plants and facilities
5. Harvesting and processing of the produce using GAPs practices
6. Establish and maintain a presence in the schools, wherever members are assigned.
7. Work with the Maintenance Department for repairs.

#### **G. Grant Management and Compliance**

1. Handles all correspondence with the program.
2. Responsible for managing grant deliverables and documentation.
3. Works in collaboration with RCIS, Inc. grant manager on grant fiduciary responsibilities.
4. Responsible for providing the advancement team, grant compliance data and report writing.

## **II. QUALIFICATIONS:**

### **A. Required Education and Experience:**

- Bachelor degree in related field
- Demonstrate work experience in related field



- Demonstrate experience as a classroom teacher.

**B. Desired and Preferred Qualifications:**

- The FTS Coordinator should have a strong background in horticulture
- Teaching experience with diverse ages
- Experience in creating instructional assessments.
- Work experience in meeting food safety requirement
- Strong writing, speaking and presentation/training skills.
- Proficient working knowledge of computer-based applications including word, spreadsheets, and other instructional technology programs.
- Ability to work well with faculty members, administrators, parents and other stakeholder groups.

**C. Physical Requirements:**

- Prolonged periods standing, walking, stretching, bending, climbing ladders, kneeling, and pulling.
- Must be able to lift up to 50 pounds at a time.
- Must be physically able to operate power equipment.
- Must be able to work in a variety of weather conditions

**Closing Date: Friday, August 6, 2021**

**Starting Wage Range: \$35,000 - 49,000 / DOE This is a grant-funded position**

**To Apply Submit or email; a cover letter, resume and General Application with any supporting documents to:**

Brenda Bad Heart Bull or Lisa Swallow, Human Resources

Red Cloud Indian School

100 Mission Drive

Pine Ridge, South Dakota 57770

[brendabadheartbull@redcloudschool.org](mailto:brendabadheartbull@redcloudschool.org) or [lisaswallow@redcloudschool.org](mailto:lisaswallow@redcloudschool.org)

*(605) 867-5491 ext. 2200- leave message*