

Maḥpíya Lúta Owáyawa
Our Lady of Lourdes, Red Cloud Elementary,
Red Cloud High School
Office of the Superintendent

Job Description: AmeriCorps Director

Supervisor: Superintendent of Schools
Program Title: “Oyate Teca Waunspekiya” (Teaching the Young People)
Status: Full Time
Classification: Exempt
Prepared By: Superintendent of Schools & HR
Approved By; _____

Vision and Mission Statement:

Vision:

To be a Thriving and Renowned Community of Learners Grounded in Lakḥóta and Catholic Beliefs, Values, and Practices

Mission:

To promote a thriving community of learners grounded in Lakḥóta and Catholic Beliefs, Values, and practices that cultivate our capacity to love and serve in a diverse and rapidly changing world.

We Accomplish this by:

- Partnering with families, relatives, and the wider community to strengthen the kinship supporting the college preparatory education of our children.
- Modeling spirituality through prayer, honoring both Lakḥóta and Catholic traditions as beautifully distinctive, both affirming of human dignity and respectful of each other.
- Acknowledging our role in historical colonial practices by creating space for trusted dialogue to promote truth and healing of our past, present, and future
- Developing students’ critical thinking through culturally affirming, rigorous, and meaningful learning steeped in their Lakḥóta identity.

Job Summary:

The Americorps Director works closely with the School Administration team under the supervision of the assistant superintendent to fulfill the viable positions needed for the “Oyate Teca Waunspekiya” Program at Red Cloud Indian School, Inc. This position collaborates with the assistant superintendent to develop appropriate training and support for part-time and full-time AmeriCorps members.

DUTIES AND RESPONSIBILITIES

A. Recruitment, Selection, and Placement

1. Seeks to hire approximately twelve (12) AC members (referred to as local members). Collaborates with VC Coordinator in identifying 12 residential volunteer members
2. Places the appropriate digital advertisements.
3. Collaboratively conducts interviews with building supervisors.
4. Distributes and reviews applications.
5. Works with the principals in the selection and placement of local members in viable positions in the schools.
6. Seeks the approval of the superintendent for the hiring of local members.
7. Develop ongoing recruitment strategies and materials.

B. Program Development

1. Works with the Superintendent to establish policies and procedures to accomplish the mission and purpose of the AC Program.
2. Collaborate with Advancement on writing and updating continuation grant proposals for the AmeriCorps grant; negotiating budgets and member service years (MSY) with CNCS.
3. Works with the superintendent and the school principals to determine goals and objectives, and performance measures.

C. Public Relations

1. Maintains communications with national and local media and organizations, including, but not limited to: The Rapid City Journal, The People's News, The Lakota Times, KILI Radio, CNCS, and CNVS.

D. Staff Development

1. Plans, organizes, and facilitates training opportunities for members, and the subsequent staff development experiences throughout the year, including the handling of all approved expenses incurred.
2. Plans, organizes and facilitates all AC member meetings.
3. Provides training of site supervisors and direct supervisors of the local members.

E. Supervision

1. Conducts a minimum of two (2) site visits monthly for each of the AC members.
2. Formally observes each member twice per year. The observation includes a pre-conference, the observation and a post-conference.
3. Reviews the completed evaluation of the member's performance with both the member and his/her respective supervisor.
4. Collaborates with school administration team prior to dismissal members at any point during the year.
5. Establish and maintain a presence in the schools, wherever members are assigned.
6. Once a month, check-in with all full-time members.
7. Mid-year and end-of-year formal evaluations of all members, including volunteer members.

F. Evaluation

1. Solicits the evaluations of the AC Program on an annual basis (end-of-year) from site supervisors and members, seeking constructive input from each.
2. Collaborate with Advancement on contracting an independent evaluator at the end of each three-year cycle to determine how the AC Program is meeting its goals and objectives.

G. Administration

1. Work with the superintendent and school principals to determine support personnel needed for the schools.
2. Attend all Administrative Team meetings.
3. Collaborate with key stakeholders such as the grant's team, RMC Corporation, and training personnel for member development.

H. Grant Compliance

1. Handles all correspondence with the AC program.
2. Maintains communication with the RCIS business office regarding financial matters related to the AC Program.
3. Attends all relevant national and regional AC trainings.

4. Oversees the eGrants reporting system for grant compliance.
5. Establish and maintain working relationships with program officer.
6. Maintain all grant documentation including member folder documentation.

To apply:

Send complete application and resume to

Brenda Bad Heart Bull, ED of Human Resources

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