



Position Description: Director of Takoda Prep

Status:	Full-time, exempt
Starting compensation:	\$70,000 annually
Paid Time Off:	Accrual begins at 5 weeks annually in addition to at least 10 paid holidays
Reports to:	President & CEO
To apply:	Email cover letter, résumé, and three references to info@aioic.org

Summary

This position is responsible for providing leadership, conducting key administrative duties, and providing direct instruction at Takoda Prep, American Indian OIC's accredited alternative high school. Takoda Prep is a Contract Alternative Program of Minneapolis Public Schools.

Duties & Responsibilities

- Act as the school administrator responsible for academic instruction, curriculum delivery, external partnership development and management, grading/grade recording, participation in professional development opportunities, and communications with students, parents/guardians and the wider community
- Serve as the primary contact between Takoda Prep and Minneapolis Public Schools
- Manage the achievement of contract and grant deliverables for Minneapolis Public Schools and other public and private stakeholders
- Design, implement, and report on academic and curriculum practices (scope and sequencing of classes) during the academic year and Summer Session
- Oversee the student enrollment process and attendance reporting, ensuring full capacity for attendance and enrollments. Manage waitlist of prospective students
- Provide oversight, guidance, and leadership for staff and any external partner personnel working onsite
- Work with the CEO and finance director to monitor and manage the school's budget
- Teach a portion of the classes scheduled at Takoda Prep in alignment with credit standards and Minnesota graduation requirements
- Coordinate transition planning for graduating students to ensure each has a defined pathway into post-secondary matriculation and/or career services
- Attend internal and external trainings, meetings, and networking events that advance the goals and visibility of Takoda Prep
- 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

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
- Minnesota teaching license at the secondary education level

- Two years of teaching experience and ability to teach to the standards set by the Minnesota Department of Education, Minneapolis Public Schools, and Takoda Prep
- Ability to create trusting relationships with youth and families
- Strong written and verbal communication skills
- A flexible and adaptable approach to work and ability to multi-task and lead a team
- Proficiency using a computer and Microsoft Office and Google Suite products
- Ability to follow privacy and confidentiality policies

Preferred

- Understanding of the area's Indigenous communities, cultures, and practices
- Master's degree in education or similar
- Four years previous teaching experience
- Two years previous experience working in an administration or leadership role

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 and are characteristics of those encountered 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, ability to adjust focus, and ability to see color. The noise level in the work environment is usually moderate.

Compensation & Status

The director of Takoda Prep is a full-time, exempt, year-round position. School hours are Monday-Friday from 8:00am-4:00pm, however weekend and evening hours may be required occasionally. The director of Takoda Prep 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. American Indian OIC 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. With approval from their supervisor, this position may be eligible for telework on non-school days.

About American Indian OIC & Takoda Prep

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.

Takoda Prep is American Indian OIC's accredited, alternative high school contracted through Minneapolis Public Schools. Approximately three-quarters of Takoda Prep students are of American Indian descent and the school's curricula, practices, and values align with American Indian culture, ensuring that students are learning from perspectives that reflect their backgrounds and histories.