



Waadookodaading

An Ojibwe Language Institute

8575N Trepania Road Hayward, WI 54843

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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: \$68,500 - \$76,000, DQ
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: 7:45 a.m. – 3:45 p.m. Monday – Friday, 52 weeks

Qualifications:

1. Valid WI teaching license and 5+ years of classroom experience or preferred valid WI administrators license.
2. Experience working with K-12 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.
5. Proficiency with computers and other classroom technology, including student information management systems.
6. Dedication to revitalization of Ojibwe language through Indigenous language medium education at micro and macro levels.

Performance Responsibilities:

- Observe and evaluate classroom and curricular staff in accordance with approved assessment instruments;
- Assist teachers regarding education and implementation of classroom instructional strategies, curriculum development, assessments, and classroom management.
- Work collaboratively with administrative staff to develop professional development opportunities consistent with classroom needs.
- Assist classroom staff with student behavior.
- Data input 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 instructional staff to create Professional Development Plans.
- Ensure training objectives for specified grants are met.
- 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, Preston Larson preston.larson@lcoosk12.org or at the administrative offices located at the address listed above.