

 WE Tribal Council Position Description	Position Code:	Classification G14
	Safety Sensitive:	<u>Yes</u> No
Position Title: Director of Ojibwe Culture and Language	Reports To: COLA School Board	
Department: Circle of Life Academy	Revision Date: 4/20/2026	
Division: Circle of Life Academy		
Position Summary:		
<p>The Director of Ojibwe Culture and Language serves as a key member of the Circle of Life Academy Administrative Team, dedicated to enhancing the effectiveness of educational programs through the integration of Indigenous knowledge, language, and cultural perspectives. This role provides guidance and support to the elementary, secondary, elective, and cultural teaching teams to ensure culturally grounded and holistic learning experiences. Responsibilities include leading projects, developing educational materials, fostering community partnerships, and supporting the implementation of cultural programs. The Director of Ojibwe Culture and Language will also plan and facilitate staff training initiatives that strengthen cultural competency and align with the school's strategic priorities. All efforts will reflect and uphold the mission, vision, and values of the Circle of Life Academy, ensuring that programming remains authentic, inclusive, and community-centered.</p>		
Position Outcomes:		
<p>Program Leadership: The Director of Ojibwe Culture and Language supports the language and culture teachers and staff in achieving strategic and operational objectives.</p> <ul style="list-style-type: none"> • Works to develop and implement the culture and language operational plan, ensuring alignment with department and organization-wide strategic directives • Ensures that Ojibwe language and culture is infused into all classrooms and learning environments • Supports the implementation of appropriate evaluation for program deliverables to drive continuous improvement and impact • Ensures all required reports to leadership and funding agencies are completed accurately and on time • Implements departmental and organizational policies and procedures • Collaborates with internal and external stakeholders to inform service delivery and ensure the organization is consistently presented positively 		
<p>Program Operations: The Director of Ojibwe Culture and Language oversees and manages the day-to-day operations of the language and culture program.</p> <ul style="list-style-type: none"> • Ensures effective and efficient delivery of services in alignment with policies and procedures, relevant legislation, and professional standards • Liaise with other tribal departments, community groups, organizations, and 		

- relevant stakeholders regarding language and culture programming
- Oversees the development and implementation of Ojibwe language and culture curriculum within the K-12 education system
 - Oversees the development of teaching tools, resources, and seasonal calendar
 - Research and compile information related to language and community history to incorporate into lessons and resources
 - Assists with the Eminence Credentialing process for Ojibwe language and culture teachers
 - Develops program and organizational policies and procedures related to language and culture
 - Implements a structured instructional framework to assess teacher effectiveness and increase student outcomes
 - Participates in new initiatives to expand language and culture services in response to identified needs in the community and the strategic goals of the organization

Financial Management: The Director of Ojibwe Culture and Language ensures sound financial management.

- Directs program staff in maintaining appropriate fiscal controls to ensure operations are within the scope of the annual budget
- Supports the allocation of funds and forecasting
- Ensures program activities are in compliance with policies, procedures, and legal standards

People Leadership: The Director of Ojibwe Culture and Language supports the capacity of program staff, serves as a resource and mentor to the team, provides guidance and direction to ensure services achieve intended benefits and meet expectations, and supports and facilitates professional development for all staff.

- Fosters a respectful workplace and cooperative working relationships with all employees
- Serves in Administrative capacity in the absence of the K-12 Principal
- Ensures all employees are appropriately trained and aligned with the organization's mission, vision, values, policies, and procedures
- Builds the capacity of program staff by implementing processes for orientation, training, and performance appraisal
- Serves as a role model and mentor regarding the organization's values and leadership principles

Community Engagement: The Director of Ojibwe Culture and Language builds strong, respectful partnerships with community members, programs, and organizations.

- Collaborates with Elders, Knowledge Keepers, and language speakers to document and pass on language and traditional knowledge
- Plans and organizes cultural events, workshops, and land-based education and practices, such as seasonal camps
- Promotes language and cultural learning opportunities within the community
- Assists with the development of promotional materials and marketing initiatives

- Serves as a knowledgeable and professional representative when interacting with or responding to the public

Other duties as assigned.

Knowledge, Skills and Abilities

- Strong knowledge of Indigenous history with formalized education systems, residential schools, and on-going inter-generational effects specific to education, social programming, and White Earth Nation's history, cultural practices, and values
- Ability to communicate in the Ojibwe Language (fluency not required)
- Knowledge of current issues facing Indigenous communities, including cultural preservation, land rights, language revitalization and best practices, as well as pedagogical approaches and legislative movements.
- Knowledge of Bureau of Indian Education (BIE) Education Standards and Minnesota K-12 Academic Standards and how they apply to curriculum development and lesson planning
- Ability to set goals and implement a strategic plan for a program or department
- Ability to provide leadership and ongoing support for staff performance and development
- Strong proficiency using Google (email, Docs, Sheets, etc.), Microsoft Office (Word, Excel, PowerPoint), and basic office equipment
- Strong analytical, problem-solving, and decision-making skills
- Strong organizational and time management skills with attention to detail
- Excellent interpersonal and conflict resolution skills
- Excellent communication skills, verbal and written
- Strong interpersonal, communication, and presentation skills with the ability to professionally connect with and influence a diverse group of individuals
- Strong leadership skills with the ability to lead projects and work with diverse individuals to identify issues, design solutions, and evaluate results
- Strong people leadership skills, including experience with building and leading high-performing teams and mediating conflicts

Position Qualifications:

- Bachelor's degree in Education, Indigenous Studies, or a related field or Eminence Credential in Ojibwe Language, History, and Culture (all 3 areas required)
- Valid Minnesota Teaching License
- At least two (2) years experience teaching Ojibwe language, history, and culture in an educational setting
- Must be able to pass a criminal background check and drug screening
- Must hold a valid drivers license and insurance for travel

Physical & Environmental Demands:

- Work is performed in a school setting with low to high sound levels
- Frequent talking and listening
- Frequent use of hands and fingers to operate computers, phones, and writing utensils
- Occasional lifting of up to 50lbs

Signature	
Divisional Director:	Date:
Human Resources:	Date: