



Waadookodaading

Ojibwe Language Institute
8575N Trepania Road Hayward, WI 54843
715-699-0241
www.waadookodaading.org

Director of Operations

Position: Director of Operations
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, 46 weeks

Qualifications:

1. Experience working with K-12 students.
2. Must be able to work with others, lead meetings and trainings.
3. Proficiency with computers and other classroom technology, including student information management systems, Microsoft and Google Suite.
4. Dedication to revitalization of Ojibwe language through Indigenous language medium education at micro and macro levels.

Preferred Qualifications:

1. Valid WI teaching license and 5+ years of classroom experience or preferred valid WI administrators license.
2. Ability to use the Ojibwe language to interact with Waadookodaading students and staff.

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 and monitor instructional staff to create and implement Professional Education Plans.
- 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.