



### **Akii-gikinoo'amaading**

**Physical:** 8529 N Trepania Road, Hayward, WI 54843

**Mailing:** 13394 W Trepania Road, Hayward, WI 54843

715-558-7394 | [www.akiing.earth](http://www.akiing.earth)

**Position:** SIS Coordinator/Administrative Aide

**Salary:** Dependent on Qualifications

**Terms of Employment:** 1 FTE (School year)

**Reports to:** Charter School Director

**Hours:** Monday - Friday 8:00 am - 4:00 pm

**Open until filled**

Akii-gikinoo'amaading is a 6-12th grade project-based learning (PBL) school that will engage youth in indigenous science learning experiences that motivate them to be engaged global citizens through critical thinking and analysis of environmental issues and to explore STEM careers that meet future workforce needs for managing tribal resources. Akii-gikinoo'amaading is also a teacher-powered school, where management of the learning, program, and school is the responsibility of the instructional team with the assistance of a School Director that maintains oversight of daily operations.

This position is responsible for inputting, processing, and reporting of student data required for local, state and federal reporting requirements; for coordinating the student data verification and internal control processes to ensure accuracy and privacy of information and data; and for serving as a support resource for students, parents, staff and administrators and providing administrative support to the Business Office.

### **DUTIES & RESPONSIBILITIES:**

#### **Experience, skills and certification**

- High level of competency with complicated Student Information Systems, plus daily office software like MS Office Suite (word processing, spreadsheets, outlook, assess databases, and file manipulation) specifically and the internet generally.
- Demonstrated ability to input, process, verify, and report student data timely and accurately.
- Training and experience with Family Educational Rights and Privacy Act (FERPA) or willingness to obtain.
- Ability to work in a team environment, sharing workloads and responsibilities necessary to gather information for electronic student record requirements.
- Ability to learn new concepts, work with limited supervision, and meet deadlines.
- Ability to work with frequent interruptions while engaged with multiple, diverse assigned tasks in a flexible environment, where requirements and procedures continuously evolve.
- Ability to express ideas clearly in both written and oral communication

## **Duties and Responsibilities**

- Inputs, processes, and verifies all student data required for local, state and federal reports.
- Attends meetings and participates in professional development activities (regular workshops and training sessions necessary to maintain proficiency in the use of all current student information software).
- Maintains a high level of confidentiality in the administration of all student information.
- Designs and prints reports as needed by school staff, district level staff, and program managers.
- Works with site administrators, program managers and data analysts to correct all irregularities with data or procedural issues related to student information.
- Answer phones and greet visitors
- Schedule appointments and maintain calendars
- Schedule and coordinate staff and other meetings
- Collate and distribute mail
- Prepare communications such as memos, emails, reports and other correspondence
- Write and edit documents from letters to reports and instructional documents
- Create and maintain filing systems, both electronic and physical
- Assist staff in managing day to day office operations
- Organize health records and needs for students
- Performs other duties as necessary for the effectiveness of the organization.

## **QUALIFICATIONS:**

- Minimum of High school diploma (or GED) and three (3) years of relevant food service experience.
- Must be supportive of the philosophy, concept, policy, and procedures of the Akii-gikinoo'amaading Charter School.

## **Application Procedure:**

Submit complete LCO Employment Application, three (3) personal references, and any supportive documents. A preliminary background check shall be conducted upon receipt of the LCO Employment Application. A full background check and drug test is required upon hiring.

## **Mail information to:**

Lac Courte Oreilles Tribal Government  
Attn: Human Resources Department  
13394 W Trepania Road  
Hayward, WI 54843  
Telephone: (715) 634-8934  
Human Resources Dept. Fax: (715) 699-1209

*Preference will extend to Tribal Members, second to Non-Tribal Members with dependents who are Tribal Members, third to other American Indians and fourth to Non-Native Americans who meet the minimum qualifications of the position. This is in accordance with P.L. 93-638 and Federal Regulations on "INDIAN PREFERENCE".*