

Augsburg Fairview Academy seeks an Indigenous Education Program Coordinator and Home-School Liaison for the 2026-2027 school year. Total FTE: 1.0 (or as assigned)

Reports to: Executive Team

FTE: 1.0

Compensation: Hourly

Schedule: Monday–Thursday, 7:45am-4:15pm and Friday, 8:00am-3:30pm, with occasional additional hours for family engagement events, AIPAC meetings, field trips, or cultural programming as approved.

POSITION PURPOSE:

- Lead and coordinate Augsburg Fairview Academy's American Indian Education program and provide culturally responsive, relationship-based support to American Indian students and families.
- Strengthen academic achievement, attendance, retention, graduation, postsecondary readiness, cultural identity, family engagement, and connections with Tribal Nations, urban Indigenous communities, and community partners.
- This is a non-teaching position and does not independently provide licensed classroom instruction, special education evaluation, counseling, or other services requiring a professional license.

Essential Qualifications:

- High school diploma or equivalent
- Demonstrated knowledge of and respect for American Indian cultures, histories, contemporary experiences, Tribal sovereignty, and urban Indigenous communities
- Experience building trusting relationships with American Indian students, families, elders, Tribal representatives, and community organizations
- Excellent interpersonal skills with both adults and students
- Excellent organizational skills and ability to prioritize multiple tasks and deadlines
- Professional demeanor and understanding of discretion and confidentiality in educational settings
- Demonstrated written and oral communication skills
- Ability to collect, organize, interpret, and report program, student participation, academic, and financial data
- Experience with office and Google applications, including word processing and spreadsheets
- Demonstrated creativity, flexibility, patience, and ability to work independently and collaboratively
- Ability to complete a criminal history background check required for school employment
- Understanding of and belief in Augsburg Fairview Academy's mission, trauma-informed and restorative practices, and commitment to educational equity

Desired Qualifications:

- Associate's or bachelor's degree in American Indian Studies, education, social work, human services, public administration, youth development, or a related field
- Two or more years of experience in American Indian education, family engagement, youth programming, community outreach, or a school-based support role
- Experience coordinating an American Indian Parent Advisory Committee (AIPAC) and/or administering American Indian Education Aid or federal Title VI Indian Education programming
- Knowledge of Minnesota graduation requirements, attendance supports, postsecondary pathways, and school support systems
- Experience with PowerSchool, Google Workspace, spreadsheets, grant reporting, and school data systems
- Existing relationships with Minnesota Tribal Nations, Indigenous organizations, colleges, employers, or community service providers
- Knowledge of restorative practices, the Circle of Courage, culturally sustaining practices, and trauma-responsive student support
- Experience working in an urban high school or charter school

Essential Job Functions:

Indigenous Education Program Coordinator

- Coordinate AFA's American Indian Education program in alignment with Minnesota Statutes, sections 124D.71-124D.82, Minnesota Department of Education guidance, approved program plans, and applicable grant requirements
- Develop, implement, monitor, and annually evaluate program goals addressing academic achievement, attendance, retention, graduation, postsecondary preparation, cultural identity, and family/community engagement
- Ensure program services supplement, rather than supplant, state and federal educational and cocurricular services
- Maintain accurate records, calendars, rosters, student participation documentation, expenditures, evidence of services, and required reports
- Coordinate applications, budgets, amendments, reimbursements, and reports for American Indian Education Aid and other approved funding sources in collaboration with administration and finance staff
- Support accurate state and federal student identification processes, including state-identified American Indian student counts and ED 506 documentation when applicable
- Serve as AFA's primary contact with the Minnesota Department of Education Office of American Indian Education
- Actively seek appropriate grants and funding for current and additional programs and monitor allowable expenditures and grant requirements

- Coordinate culturally grounded student and family activities, college and career exploration, cultural and language development opportunities, and educational support services
- Advise school leaders and staff on culturally responsive and culturally sustaining practices for supporting American Indian students
- Collaborate with instructional leaders to review materials and identify historically accurate, Tribally endorsed, contemporary, and locally relevant resources
- Support implementation of Minnesota academic standards and Indigenous Education for All across content areas without replacing the responsibilities of licensed teachers
- Coordinate professional learning on Tribal sovereignty, local Tribal Nations, American Indian histories and contemporary experiences, family engagement, bias, and effective student support
- Respect Tribal protocols, cultural knowledge, intellectual property, and community expectations when arranging speakers, ceremonies, cultural activities, or use of Indigenous materials
- Participate in student support, attendance, recruitment/retention, school climate, and program planning meetings as assigned
- Maintain an active, positive presence in classrooms, common areas, family events, and community activities
- Participate in the hiring and training of Indigenous Education Program staff when applicable
- Other duties as assigned that are consistent with the position

American Indian Parent Advisory Committee (AIPAC)

- Coordinate and provide administrative support to AFA's AIPAC while preserving the committee's independent parent and community voice
- Recruit and support membership consistent with statutory requirements, including maintaining a majority of parents or guardians of eligible American Indian students
- Prepare meeting notices, agendas, accessible program and budget information, sign-in records, minutes, recommendations, and follow-up materials in partnership with the AIPAC chair
- Ensure the committee receives meaningful information and opportunities to advise on all aspects of American Indian education, including program goals, services, curriculum, expenditures, and student needs
- Coordinate the annual concurrence/nonconcurrence process, school board presentation, required documentation, and submission to MDE by the applicable deadline
- If AIPAC issues nonconcurrence, support the administration and school board in developing a timely written response to the committee's recommendations

Indigenous Education Home-School Liaison

- Provide educational, social, and culturally responsive support to American Indian students
- Establish and maintain regular, respectful, two-way communication with students, parents/guardians, family members, and school staff
- Monitor attendance, academic progress, credit attainment, engagement, behavior, and graduation status using school data and student/family input
- Collaborate with students, families, teachers, advisors, paraprofessionals, special education staff, and administrators to identify barriers and coordinate timely supports
- Provide individual and small-group non-instructional support such as goal setting, organization, attendance planning, tutoring coordination, credit-recovery navigation, and connection to school services
- Support transitions into AFA, re-engagement after absences, restorative re-entry, and transitions to postsecondary education, training, employment, or community programs
- Coordinate college and career exploration, campus visits, FAFSA and scholarship awareness, PSEO navigation, career exposure, and connections to American Indian postsecondary and workforce resources
- Facilitate communication between home and school regarding attendance, academic progress, student strengths, available supports, school events, and graduation planning
- Participate as a family support and cultural liaison during special education, disciplinary, attendance, or student support processes when invited and appropriate, without independently making eligibility, evaluation, IEP, placement, or discipline decisions
- Conduct home or community visits only when authorized, planned in accordance with school safety procedures, and appropriate to the family's preferences and needs
- Develop and sustain partnerships with Tribal Nations, elders, urban Indigenous organizations, cultural educators, social service agencies, colleges, employers, and community resources
- Help coordinate responses to student concerns using restorative, trauma-responsive, and culturally responsive approaches and follow AFA safety, mandated reporting, crisis response, and confidentiality procedures
- Immediately report suspected maltreatment, threats, safety concerns, harassment, discrimination, or other required concerns through established school procedures
- Other duties as assigned that are consistent with the position

Performance Expectations:

- AIPAC is active, appropriately constituted, informed, and supported in completing required annual actions
- Required applications, plans, budgets, reports, student-count documentation, and compliance submissions are accurate and on time
- American Indian students and families report strong relationships, culturally affirming support, and meaningful access to school and community resources
- Student-level interventions are documented and contribute to improved attendance, engagement, credit attainment, graduation progress, and postsecondary readiness
- Program funds are used for allowable, approved, documented purposes and are aligned to identified student and family priorities

- School practices and materials increasingly reflect accurate, contemporary, Tribally informed Indigenous perspectives

Compensation and Work Schedule:

- Compensation based on AFA's approved wage or salary schedule and the candidate's qualifications and experience
- Work schedule aligned to the district calendar, master schedule, and program needs
- Occasional evening or weekend work may be required for AIPAC meetings, family events, cultural programming, and community activities
- Reasonable accommodations will be provided to qualified individuals with disabilities
- Start Date: August 26, 2026

Application Process:

- Applications will be accepted until the position is filled
- Only electronic applications will be considered
- Submit a cover letter, résumé, and three professional references. Relevant transcripts, licenses, or certifications may be requested when applicable
- Application email: heidi.anderson@afa.tc

It is the policy of Augsburg Fairview Academy to provide equal employment opportunities. AFA welcomes and respects employees of all ages, races, color, creed, sex, sexual orientation, national origin, citizenship status, marital status, political or religious beliefs, family, social or cultural background, gender, gender identity, genetic information, mental health status or ability, physical ability, special education status, housing status, status with regard to public assistance, veteran status, family situation, or any other characteristic protected by federal, state, or local law and will not unfairly exclude any employee from participating in any program, deny benefits to any employee, or grant any advantage to an employee. In addition, AFA will provide reasonable accommodations for qualified individuals with disabilities.