



Waadookodaading

Ojibwe Language Institute

8575N Trepania Road Hayward, WI 54843

715-634-8924, ext 1283

www.waadookodaading.org

Middle School Coordinator

Reports to:	Director of School Operations
Supervises:	Students
Compensation:	\$22/hr, Dependent upon qualifications
Location:	Waadookodaading Ojibwe Language Medium School (WOLMS)
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:	8:00a.m. – 4:00p.m, Monday – Friday

Terms of Employment: In accordance with Master Agreement and Board Policy

The Middle School Coordinator is responsible for overseeing the day-to-day operations of the middle school, supporting teachers, and managing student activities. The role involves collaborating with educators, families, and the community to enhance student learning and development while ensuring compliance with educational policies.

Qualifications:

1. Associate's degree in Education, or a related field.
2. Experience working in an educational setting, preferably middle school.
3. Strong organizational and multitasking abilities.
4. Excellent communication and interpersonal skills.
5. Ability to work collaboratively with diverse groups.
6. Familiarity with educational policies and procedures.
7. Exceptional interpersonal and presentation skills.
8. Ability to use computers and technology in the classroom setting.
9. Must pass a background check.

Performance Responsibilities:

1. Coordinate and manage school events, programs, and activities.
2. Provide administrative support to teachers and staff.
3. Enhance communication between students, parents, and faculty.
4. Implement school policies and ensure adherence.
5. Monitor student progress and address academic or behavioral issues.
6. Support the development and execution of academic programs.
7. Maintain records and prepare reports as needed..
8. Perform other 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 and Preston Larson preston.larson@lcoosk12.org.