

## *Oceti Sakowin Community Academy*

### Fire Keeper Job Description

**Status: Full-Time**

**Reports To: Head of School**

**Contract Days: 11 months**

**Mission Statement:** The Oceti Sakowin Community Academy, offers students in the Rapid City area an inclusive and diverse education that is driven by rigorous academics grounded in the language, culture, thought and philosophy of the Oceti Sakowin. As a result of Oceti Sakowin Community Academy, the students will develop a deep sense of belonging, and increase their levels of engagement and motivation, leading to improved academic outcomes, holistic wellness, strong cultural identities and confidence and success in post high school pathways.



Our school and staff are committed to educating students in a safe, welcoming environment where all students see themselves in what they are learning, have a strong sense of belonging, and are excited to come to school each day.

As a part of the OSCA team, you will be welcomed into a community of dedicated, mission driven, and enthusiastic educators working together on the common goal of improving academic achievement for Indigenious students by developing and implementing an Indigenized curriculum. Educators and staff will create a welcoming tiwahe environment for students, families, and community. As the Fire Keeper of the school, this position will be the first point of contact for relatives visiting the school, and the fire keeper wil make sure that people feel like a welcomed relative.

**Position Summary:** Responsible for keeping the campfires burning at Oceti Sakowin Community School, and warmly welcoming relatives who visit the school. Provide administrative assistance to the Head of School, staff, and students by managing the school's financial records and transactions through use of technology systems, answering/screening phone calls, preparing correspondence, and other written communications, receiving, and responding to inquiries and requests coordinating meetings and events, performing management functions, managing crisis situations, handling confidential information and other related duties.

### **Essential Duties and Responsibilities:**

- Provide financial duties for the school including monitoring school budget and reporting variances to head of school, maintain book-keeping-related databases, purchasing, receiving incoming shipments, tracking grant proposals, and processing monthly budget reports. Provide financial duties for the school including monitoring school budget and reporting variances to head of school, maintain book-keeping-related databases, purchasing, receiving incoming shipments, tracking grant proposals, and processing monthly budget reports.
- Provide administrative support to Head of School, and staff with electronically update shared meeting documents, newsletters, handbooks, coordinating meetings; maintaining and updating master calendar for the school year, coordinating facility use; creating and maintaining filing systems; distributing mail; issuing and tracking building keys, updating website and other related duties.
- Greet, welcome, and assist all staff, students, parents, and other visiting relatives, callers, and visitors to the school. Answer phones, provide information, take, and deliver messages and direct

callers to appropriate individuals. Assist visiting relatives, answer inquiries, provide information and direct to appropriate school areas.

- Assist with scheduling of cultural mentors and substitutes in the building; and developing, updating, communicating, and implementing office and workroom procedures.
- Perform personnel management functions, through use of district information technology systems, including review approval of reported time in the payroll system. Prepare and analyze time, labor reports, and complete paperwork for payment of stipends and other pay, maintaining and updating all personnel changes and scheduling interviews. Monitor guest teacher requirements and assure coverage as needed,
- Maintain confidentiality of all related data.
- Provide back-up coverage to other positions, as necessary.
- Perform other job-related duties as assigned.
- High school diploma or equivalent.

#### **EDUCATION AND RELATED WORK EXPERIENCE:**

- Minimum of three years of clerical experience. Office management experience, (preferred)
- Experience working with students is preferred.
- High school diploma or equivalent.

#### **LICENSES, REGISTRATIONS OR CERTIFICATIONS:**

- Criminal background check required for hire.
- CPR and First Aid certifications preferred.

#### **TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Strong customer service and public relations skills.
- Critical thinking and critical thinking skills.
- Time management, organizational and prioritization skills.
- Supervisory and office management skills preferred.
- Accounting and bookkeeping skills.
- Ability to keep up-to-date technically and apply new knowledge to your job, adapt well to change.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to promote Governance Board policies.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions.
- Preferred knowledge of the OSEU's or willingness to learn.

#### **BUDGET AND RESOURCE RESPONSIBILITY:**

- Responsible for performing purchasing card requisitions; creating, monitoring, and reconciling school fund accounts; collecting and counting monies for fundraisers, preparing, and making bank deposits; collecting receipts and creating and submitting vouchers; creating and submitting reports to Financial Services for various financial transactions.

*Oceti Sakowin Community Academy is committed to equal opportunity for all persons without regard to sex, race, color, religion, creed, national origin, marital status, disability, or sexual orientation, and any other class of individuals protected from discrimination. It is the Oceti Sakowin Community Academy's policy to comply with all federal, state, tribal and local laws, and regulations regarding equal opportunity. In keeping with that policy, Oceti Sakowin Community is committed to maintaining a work environment tht is free of unlawful discrimination and harrassment and will not tolerate discrimination and harrassment of any of our empoyees or others present at our facilities by anyone icnlluding any Oceti Sakowin Community Academy Suprevisor, co-worker, vendor, or client.*

**How to Apply:** Fill out the attached questions and submit a resume to: [mary@ndncollective.org](mailto:mary@ndncollective.org)