

# Curriculum Coordinator Job Description

**Organization:** Midwest Indigenous Immersion Network (MIIN)

**Reports to:** Director of Operations

**FLSA Status:** Exempt

**Employment Type:** Full-Time Starting August 31<sup>st</sup>, 2026

**Location:** Remote (Minnesota preferred or Wisconsin)

**Salary Range:** \$65,000-\$80,000



## Organization Overview

The Midwest Indigenous Immersion Network (MIIN) is a Native American led; MN based 501c3 dedicated to the revitalization of the Ojibwe, and other indigenous languages. Our mission is to assist Ojibwe language programs to communicate and collaborate to collectively address common needs. To support our network, we: organize and facilitate professional development opportunities, share and distribute learning materials, recruit staff and students for organizational development, and collect educational data.

## Position Overview

The Curriculum Coordinator for Ojibwe Language Education leads the development, implementation, and evaluation of culturally grounded Ojibwe language curriculum for public schools. This role is responsible for the development of academic standards and curriculum which will align with Ojibwe knowledge systems, community priorities, and language revitalization efforts. The coordinator collaborates closely with Tribes, educators, state agencies and community stakeholders to develop high-quality, sustainable language standards, materials and resources.

## Key Responsibilities

### Curriculum Development & Implementation

- Work closely with Tribes, educators and state agencies to academic standards for Ojibwe language
- Design and adapt Ojibwe language curriculum for K–8 learners, to meet academic standards
- Develop scope and sequence, instructional materials, and assessment tools
- Integrate pre-existing materials and resources to the curricular framework
- Work with educators during implementation to identify necessary adaptations and additions to the curriculum

### Instructional Leadership

- Provide guidance and coaching to Ojibwe language teachers the implementation of above stated materials and resources
- Support districts in implementing effective instructional strategies for language acquisition
- Plan and deliver training for educators on the implementation of above stated materials and resources

### Community & Tribal Collaboration

- Partner with Ojibwe tribal nations, elders, and language leaders to ensure authenticity and integrity
- Facilitate community engagement in curriculum development and program evaluation
- Honor tribal sovereignty and support government-to-government relationships in education

### Program Evaluation & Compliance

- Monitor and evaluate program effectiveness using qualitative and quantitative data

- Ensure compliance with state and federal policies related to American Indian education and language instruction
- Prepare reports and recommendations for continuous improvement

### **Resource Development**

- Create and curate instructional materials, digital resources, and language tools
- Support the integration of technology in Ojibwe language teaching and learning

### **Qualifications**

#### **Education and Experience:**

- Minnesota or Wisconsin teaching license or administrative licensure
- Bachelor's degree in Education, Indigenous Studies, Linguistics, or related field (Master's preferred)
- Intermediate-mid proficiency in Ojibwe on the ACTFL scale with strong speaking and writing skills
- 5+ years of Ojibwe language instruction experience in K-12 schools
- Knowledge of Indigenous education principles and culturally responsive teaching
- Experience working with Native communities and/or tribal education programs
- Familiarity with language revitalization efforts and immersion schools

#### **Skills and Abilities:**

- Excellent communication and interpersonal skills
- Strong organizational and time-management skills
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Google Workspace (docs, sheets, slides, drive, etc.) and Adobe
- Strong attention to detail
- Ability to work independently and as part of a team
- Strong collaboration and relationship-building skills

#### **Personal Attributes:**

- Commitment to the mission and values of MIIN
- Proactive and self-motivated with a positive attitude
- Flexibility and adaptability in a dynamic work environment
- Professionalism and integrity in all interactions

#### **Application Process:**

Please send your resume or cv, with cover letter and references to Nicole Cobenais McMahon, [nicole@miinojibwe.org](mailto:nicole@miinojibwe.org).