



Circle of Life Academy

35223 Mission Road
PO Box 447
White Earth, MN 56591
P:(218) 983-4180 F:(218) 983-3767



"Our Circle of Life Academy is immersed in Anishinaabe Mino-Bimaadiziwin for our children and community while providing the highest quality of education"

Job Announcement

Position: Home/School Liaison

Open: 09-04-2026

Location: W.E. Circle of Life Academy

Close: 09-18-2026

Pay: \$21.44 per hr.

Benefits: Full

Status: Full Time

Circle of Life Academy is seeking a qualified candidate to serve as a bridge between families, schools, and the community to support effective communication and culturally responsive service delivery. This position helps the school administration and staff understand cultural and language differences, communicate with families, and carry out due process requirements. The role also gathers information and supports interventions for students who may be at risk of a special education referral, provides conflict resolution, assists with enrollment, and assists teams in conducting respectful assessments that account for language and cultural differences.

Outcomes:

This position is responsible for building strong relationships with students and families to support student's educational experience and ensure success.

- Supports and helps coordinate family engagement events.
- Assists Counselor with credit recovery and career exploration programs.
- Develop preventative plans to reduce roadblocks to student success.
- Arrange and make home visits to provide or collect information.
- Provides conflict resolution when needed, including but not limited to absenteeism, tardiness, schoolwork, behavior, multicultural awareness, discrimination and/or social issues.
- Arranges for tutors to mentor students as necessary.
- Arrange for and visit homes to escort students to school.
- Assists with crisis situations.
- Ensures complete and accurate daily attendance is entered into NASIS and student information is updated and complete.
- Assists with enrollment of new students.
- Assists school administration and staff in understanding cultural and language differences.
- Include parents/guardians in eligibility decisions and IEP planning.

Knowledge, Skills & Abilities:

- Knowledge of the White Earth Reservation demographics, culture, history, and lifestyles.
- Knowledge of and ability to follow the policies and procedures of Circle of Life Academy.
- Excellent interpersonal skills and the ability to build trust with families, staff, and community members.
- Strong understanding of the culture, customs, values, and communication styles of the White Earth communities.
- Ability to function in a culturally responsive manner.
- Strong time management skills.
- Bilingual oral and written communication skills in English and the language(s) spoken by parents/guardians, when applicable.
- Knowledge of special education law and service delivery requirements, including IEP implementation, due process, and inclusive practices.
- Knowledge of educational technology systems and data privacy expectations
- Knowledge of school policies, procedures, and guidelines
- Strong knowledge of and ability to utilize computers and software applications such as Word, Excel, Google, Email programs, and other office productivity software utilized by the school in the performance of the job
- Knowledge of the BIE tribally-controlled school systems and special education processes.
- Strong understanding of confidentiality requirements and data privacy laws.
- Skilled in conflict resolution and restorative/problem-solving approaches that strengthen relationships and maintain a positive school culture.
- Ability to balance priorities, manage time effectively, and respond to multiple needs in a professional manner.
- Ability to support communication and collaboration for IEP implementation.



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Qualifications include:

- Associates degree or two (2) years' experience working within a school setting
- Valid MN Drivers License and Insurance for travel between sites and other business-related travel.
- Must pass criminal background check and drug test.

Send applications to:

Circle of Life Academy
Attn: Human Resources
P.O. Box 447
White Earth, MN 56591

Download applications at: <https://cola.bie.edu/>

<https://www.whiteearth.com/>