

- Prepares and maintains a variety of files and records regarding the Indian Education Program. Prepares monthly reports.
- Performs routine clerical duties of an Instructional Assistant I - General.

QUALIFICATIONS

Knowledge and Skills: The incumbent is required to have the skills and knowledge level of the Instructional Assistant I in order to provide individual or group instruction to Native American students. Requires a good knowledge of child development principles and practices. A thorough knowledge of American Indian culture, history, arts and crafts is required. Considerable knowledge of the special needs of Native American students is required. Requires strong communication skills in order to successfully interact with students, faculty, community members and parents. General clerical and organizational skills are required.

Abilities: Requires the ability to understand and respond to the needs of Native American students. Incumbent must be able to act as a liaison with other students, teachers and community in order to facilitate understanding of the Native American culture. Requires the ability to perform clerical and classroom support duties and prepare specialized program reports with a minimum of supervision. Normally works in a classroom setting with minimal exposure to safety or health hazards. May require arm, hand, finger dexterity to operate keyboard, typewriter or other office equipment. Requires good hearing and speaking ability to communicate with staff and children.

Education and Experience: High School degree or equivalent is required. Two years of relevant experience working with children in a classroom or other organized setting plus additional experience working with Native American issues required.