Position: Instructional Assistant II - Indian Education

Department: Special Projects **FLSA:** Non-Exempt

Reports To: Director, Special Projects Pay Grade: 06

SUMMARY

Provides assistance and support to teachers in the instruction of Native American Indian students at one or more schools. Serves as a communications liaison between students, parents, teachers and schools. Provides historical and cultural instruction to American Indian students and others.

NATURE AND SCOPE

Under the general supervision of a certificated teacher, performs routine duties which are well defined by program policy. Work is performed in a classroom setting or outside of the regular classroom if needed. Work relationships with others are extensive and extend to multiple school sites, students homes and the community.

DISTINGUISHING CHARACTERISTICS

The Level II Indian Education Assistant has additional specialized skills beyond those required for the Level I generalist. The incumbent has skills and knowledge required to work with Native American students and programs. Advancement to Level III or IV may require broader or more in-depth knowledge beyond their area of specialization. Advancement for this position could be to Indian Education Specialist. Advancement also requires additional supervisory and administrative skills.

ESSENTIAL TYPES OF DUTIES (Examples)

- Tutors individuals or small groups of students in a regular classroom according to instructions and guidance from a teacher. Tutors students outside the regular classroom as needed.
- Confers with teachers, specialists, counselors and administrators regarding individual student needs, problems and progress. Provides monthly update on student progress and special concerns or needs.
- Communicates with parents of Indian students by making phone calls or home visits. Provides and obtains information, explains forms and special programs and promotes parent participation in school activities. May assist parent with preparation of required forms.
- Assists in the development of self-identity, self-esteem, awareness and pride among American Indian pupils. Promotes the values of education and encourages attendance, participation and achievement.
- Helps find additional specialized assistance for students (math or reading lab for example) where needed.

- 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.