

AMERICAN INDIAN EDUCATION PROGRAM ASSISTANT

DEFINITION:

Under general supervision of the Coordinator, Categorical Programs and daily direction of the American Indian Education Project Coordinator, assists with the preparation, implementation and presentation of academic and cultural curriculum units for the district-wide American Indian Education program; assists in establishing communication with families of participating children; distributes Title VII information; works with Parent Advisory Committee; requests parents to participate in various capacities in the program; assumes and performs related work as necessary or required.

CLASS CHARACTERISTICS:

This class is distinguished from other classes in that the primary emphasis of the work is to assist in the preparation of culturally appropriate course units for use in the classrooms, to make cultural presentations to eligible students regarding their Native American cultures and to assist these students in becoming connected with their heritage.

EXAMPLES OF DUTIES:

Assists with the preparation and implementation of academic and instructional cultural awareness materials used for program children and their teachers; *E*

Prepares and presents classroom presentations related to Native American cultures; *E*

Assists in determining which Indian Education students may require additional tutoring services; *E*

Assists with the preparation for and implementation of workshops, field trips, social events and parent meetings; *E*

Assists with collecting the enrollment forms and determining eligibility for special services according to existing Federal guidelines; *E*

Assists with scheduling appointments with parents and making home calls daytime or evenings as necessary; *E*

Assists in preparing and implementing the Summer School Indian Education program; *E*

Accompanies and supervises program students on field trips;

Cooperates with State and Federal agencies;

Invites parents to meetings at school and other designated places;

Assists with gathering program statistics;

Promotes positive school/community relations.

E denotes an essential function of the job.

SUPERVISION:

Receives general supervision from the Coordinator, Categorical Programs and daily direction from the American Indian Education Project Coordinator

Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

Culture and background of various Native American Indian Tribes/Nations and the local Indian community;

Various agencies in the community which can serve the needs of program students and parents;

Methods and techniques used to produce various types of arts, crafts, fine art, and cultural art;

Use of a PC computer and a basic knowledge of word processing, data base, and spread sheet software applications;

English usage, spelling, grammar and punctuation;

Mathematics, including basic statistics;

Modern office equipment, procedures, and simple record keeping.

Ability to:

Use initiative to recognize students' academic and social needs and to develop techniques and materials to meet such needs;

Understand the needs of children and to possess a genuine liking for children;

Learn pertinent Federal, State, District and school policies, procedures and functions quickly and apply them without immediate supervision;

Make presentations to students, parents and the public;

Work with a variety of media to produce different types of culturally based arts, crafts, and fine art;

Determine and retain privileged communications;

Maintain accurate records;

Understand and carry out oral and written instructions;

Establish and maintain effective work relationships.

EDUCATION AND EXPERIENCE:

Graduation from high school or equivalent and a passing score on the Instructional Assistant Competency Examination. Post-secondary education in child development is desirable, supplemented by at least one year of experience and/or training working with children, adults and service organizations; specialized experience or training in Native American studies preferred.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Frequently stands, walks, sits; occasionally stoops, bends, and safely lifts, carries, and/or pushes up to 25 lbs; frequently uses arms, hands and fingers on both hands. Communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in a classroom environment. Works indoors and outdoors; has direct contact with students, parents, the public, and district staff and is frequently exposed to minor contagious illnesses and on occasion to severe contagious illnesses; works without direct guidance from immediate supervisor.

LICENSE REQUIRED:

Possession of a valid and appropriate California Driver's License.

Last revised 5/96

Revisions effective 12/9/04