

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**

Announcement # 2019-236 **Issue Date:** 09-09-19 **Closing Date:** 09-13-19



Teaching Assistant
Tribal School
Department of Human Services
Hourly Wage: \$12.58/Regular/Full-Time

Helps with the instruction of eligible students. Functions with intermittent supervision in planning lessons, instruction and collection of educational data.

Knowledge, Skills and Abilities:

- Instructs students in a variety of activities either individually or group settings (i.e. academic subjects, reading, math, language, P.E., etc.) for the purpose of reinforcing instructional objectives, implementing plans for remediation of student deficiencies in accordance with individual educational program goals, and promoting student success in the general education classrooms.
- Attends meetings and in-service presentations (i.e. first aid, CPR, teacher-in-service, etc.) for the purpose of acquiring and/or conveying information relative to job duties.
- Maintains instructional materials and/or student files/records (i.e. adapting instructional materials, cleaning work areas, checking papers, taking attendance, audio visual equipment, etc.) for the purpose of ensuring availability of items and/or providing reliable information.
- Performs record keeping (i.e. student records, daily progress charts, student observations, student portfolio, etc.) for the purpose of supporting the teacher and/or in providing necessary records/documentation.
- Assists teachers to administer assessments to groups of students.
- Assists school staff to plan extracurricular activities and supervise students on field trips.
- Works with other staff by participating on committees such as technology, English, math, culture, etc.
- Demonstrated ability to use a computer for recordkeeping and correspondence.
- Perform other duties as assigned or needed.

General Recruiting Indicators:

- Must have a high school diploma or equivalent or AA degree in education or related field. At least 1 year Classroom experience in grades 7-12 preferred.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Ability to complete background check according to Yakama Nation Tribal School requirements.
- To meet the needs and objectives of the position description incumbent must be in good health, mentally alert, good attendance record, punctual and dependable.
- Possession of or ability to obtain a valid Washington State driver's license, with ability to obtain a Yakama Nation Tribal Driver's Permit.
- Ability to obtain a First Aide/CPR card.
- Must have no history of abuse or neglect.
- Must have no history of drug or alcohol abuse.
- Qualified enrolled Yakama Preference.