



## **Inst Asst 1 / Native Am Tutor**

### **Purpose Statement**

The job of Inst Asst 1 / Native Am Tutor is done for the purpose/s of providing support to the instructional program under the direction of the District Title VII Coordinator with specific responsibility for assisting in the supervision, care and instruction of students; assisting in implementing plans for instruction; monitoring student behavior; making home visits; and providing information to appropriate supervising instructional staff.

This job is distinguished from similar jobs by the following characteristics: Native American applicants or those with a strong understanding of the Native American culture are preferred.

This job reports to District Title VII Coordinator

### **Essential Functions**

- Adapts classroom activities, assignments and/or materials under the direction of the Title VII Coordinator for the purpose of supporting and reinforcing classroom objectives.
- Assists students, individually or in small groups, with lesson assignments (e.g. reading, writing, math, or reinforcing English skills, etc.) for the purpose of practicing and/or reinforcing learning concepts and assisting students in reaching academic goals and grade level standards.
- Assists in maintaining instructional materials and/or manual and electronic files/records (e.g. test scores, etc.) for the purpose of ensuring availability of items; providing written reference; and/or meeting mandated requirements.
- Attends meetings, Native American activities, and in-service training programs for the purpose of acquiring and/or conveying information relative to job functions.
- Meets with Native American students in a supervised setting in the students' homes or schools for the purpose of providing academic and behavioral support.
- Performs general clerical functions related to specific student intervention (e.g. copying, filing, collating, etc.) for the purpose of supporting the instructional program.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Provides instruction to students, under the supervision of the Title VII Coordinator, in a variety of individual and group activities (e.g. academic subjects, social skills, daily living skills, etc.) for the purpose of reinforcing instructional objectives and contributing to students' success in school.
- Reports observations and incidents relating to specific students to appropriate instructional staff (e.g. progress, behavior, academic achievement, social interaction, etc.) for the purpose of improving students achievement, behavior, and socially appropriate interactions.
- Responds to emergency situations (e.g. student injuries, socially inappropriate behavior, etc.) for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: instructional procedures and practices; age appropriate student activities; safety practices and procedures; conflict resolution; and stages of child development/ behavior.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with others; work with similar types of data; and utilize a variety of job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; and working with constant interruptions.

**Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed in a generally hazard free environment.

**Experience:** Job related experience is desired.

**Education:** High school diploma or equivalent.

**Equivalency:**

**Required Testing**

None

**Certificates and Licenses**

**Continuing Educ. / Training**

Occasionally as needed to perform changing essential functions of position

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**

Lane 1