



Title:	Indian Education Teacher Assistant
Reports to:	Program Coordinator/Director
Terms of Employment:	10 Months
Salary:	NC State Salary Schedule

Qualifications:

- Graduations form high school and any equivalent of training and experience which provides the required knowledge, skills and abilities
- Must be willing to work in an elementary setting

Essential Job Functions:

- Monitor attendance of all Indian students
- Assists in the preparation of materials for Indian children
- Maintains awareness of goals and objectives of supervising teacher
- Assists in implementing the planned program to ensure Indian children needs are being met
- Provides information to teacher(s) concerning Native American culture
- Participates in and facilitates activities to improve culture awareness within the total school program
- Provides monthly cultural lessons to students through collaboration with administration, teachers, specialty teachers (Art, PE, Music)
- Individual supplement counseling/support when necessary
- Serve as a strong advocate/positive role model
- Maintains Monitor and collect Indian Education 506 forms
- Identify and recruit Indian children who have not completed their 506 form
- Works with Indian children in small groups per teacher or administrator request
- Assist with testing as needed
- Regularly meet with Program Coordinator to discuss concerns, ideas, and program goals
- Prepare and submit reports to Program Coordinator
- Performs other duties and responsibilities as assigned by supervisor

DISCLAIMER: This job description is not a comprehensive list of all the duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, at any time.