

Position Title: Teacher Assistant

Status: Non-Exempt

Department: Education

Reports To: School Principal

General Position Description

A Teacher Assistant works under the general supervision and guidance of the appropriate supervisor. The incumbent is responsible for assisting a certificated teacher in reinforcing instruction to individual or small groups of students in a classroom or other learning environment and in the preparation of instructional materials.

Duties & Responsibilities

- Tutor individual or small groups of student, reinforcing instruction as directed by the teacher; oversee student drills, practices, remedial exercises and assignment in various subjects
- Provide individual assistance to students as directed; explain errors answer questions
- Assist students with a variety of instructional activities.
- Assist in preparation of instructional materials, duplicating and distributing of materials.
- Assist with instruction and related activities in a classroom or assigned learning environment
- Assist with monitoring behavior of students in the classroom and during outdoor activities including emergency drill according to approved procedures
- Report progress regarding student performance and behavior, as required
- Assist students with building self-esteem by providing proper examples, emotional support, a friendly attitude and general guidance
- Oversee groups of student during playground activities as assigned; assure safe outdoor play
- Promote understanding of the school rules and the United Auburn Indian Community's culture and historic background

- Prepare for and participate in staff meetings
- Participate in continuing education appropriate for the job responsibilities and implements new skills and abilities
- Perform related duties as assigned

KASOC's-Knowledge, Abilities, Skills, & Other Competencies

- Knowledge of basic subjects taught in school, including mathematics, grammar, spelling, language and reading
- Knowledge of basic child guidance principles and practices
- Knowledge of basic instructional methods and techniques
- Correct English usage, grammar, spelling, punctuation, vocabulary, and handwriting
- Reinforce instruction to individual or small groups of students as directed by teacher
- Learn and apply appropriate methods, procedures and limitations in the assigned instructional environment
- Monitor, observe and report student behavior and progress according to approved policies and procedures
- Organize instructional materials; maintain a clean, safe and orderly classroom learning environment
- Interpersonal skills using tact, patience and courtesy
- Understand and follow oral and written communication
- Establish and maintain cooperative and effective working relationships with others
- Ability to work under pressure, to pay attention to detail, to concentrate and to follow directions
- Ability to maintain appropriate confidentiality in all matters pertaining to students, parents, staff and program

Minimum Qualifications

Educational:

- High School Graduation

Experience:

- Sufficient training and experience to demonstrate the knowledge and abilities listed above

Preferred or Desirable Qualifications

- Direct experience working with Native American children and adults
- Background in the philosophy regarding the education of Native American children and adults
- Education/Classes in Early Childhood Development

Special Requirements

Must adhere to STRICT CONFIDENTIALITY in reference to all UAIC information in trust and confidence and shall not disclose any confidential information to any third party without the written consent of the Tribal Administrator.

Please email all resumes to resume@auburnrancheria.com or fax resumes to: (530) 878-5445.

Must type Teacher Assistant in subject line to be considered