

## PYRAMID LAKE PAIUTE TRIBE

### JOB ANNOUNCEMENT

#### **TEACHER AIDE**

Nixon, Nevada

Harrison Eben, Johnson O'Malley Program Director

\$12.36 - \$13.63 per hour; Regular Part-time, up to 32 hours

Class Code 109, Grade 8, Step 1-3 DOE

#### **Date**

**Posted:10/11/2024**

**Date Closes: OUF**

**DEFINITION:** Assist with the supervision of all children in developing and implementing classroom activities, cooperatively working with and supporting other classroom staff and parent volunteers and assist with the general maintenance of program facilities to insure the health and safety of the children in the program.

#### **DUTIES & RESPONSIBILITIES:**

Approach each child, parents, and other staff members with respect, being sensitive to each student's individual rights, strengths, needs and cultural/socio-economic background.

Assist students with homework assignments, answering questions and providing additional materials available at the tutoring site(s). Also assist students in organizing study time, developing good study habits, and learning to study for tests.

Assist with the planning, supervising, and conducting recreational activities, such as games, crafts, movies, health and self-care, holiday projects, drama and music.

Assist the classroom teacher with routine classroom tasks and supervision of children in the classroom and outdoor activities.

Assist teacher in planning and implementing developmentally appropriate classroom activities or field trips. May be assigned to provide individual instruction for target students. Implement guidance techniques that are appropriate to the situation and developmental level of the child.

Assist with the organization and providing instruction, methods, techniques, materials, and equipment necessary for each student's individual progress and achievements. Maintain student progress records for monitoring.

Create a warm and accepting environment which encourages independence and self-esteem for each child and parent. Encourage parental involvement in the educational program.

**DUTIES & RESPONSIBILITIES Continued:**

Meet with appropriate individuals such as teacher, parents, and other education staff in the formulation of education plans for individual Native American students. Utilize cultural awareness skills to facilitate a positive relationship between parents and school personnel.

Provide leadership and supervision of Native American children during recreational, cultural and enrichment activities.

Transport children for program activities or special field trips. Understand and implement safety rules and emergency plans and procedures. Maintain routine records and reports.

Maintain operational safety of the program vehicle by following accepted rules for transporting children. Inspect bus daily, perform routine safety check and maintain vehicle in clean and safe condition.

Perform other related duties as required.

**MINIMUM QUALIFICATIONS:**

Ability to: Effectively express oneself in oral and written communications; work with Native American students; research education curriculum trends and implement them with Native American students; operate a computer and working knowledge of word processing, database, and spreadsheet software practices.

Knowledge of: educational principles and techniques; student behavior and characteristics; basic discipline and behavior modification techniques; correct English usage, spelling, grammar and punctuation; basic mathematics; current office methods and procedures including filing and records management; common office equipment and its usage.

Skill at: Securing and maintaining the confidence and cooperation of students; dealing tactfully with students, parents and school personnel; evaluating situations accurately and taking effective action; spelling correctly; reading, writing and speaking English at a level required for successful job performance; preparing and maintaining accurate and complete records, files and summaries; organizing and distributing instructional materials; making mathematical computations; operating various office equipment; understanding and carrying out oral and written instructions; establishing and maintaining effective working relationships with those contacted in the course of work; using initiative and sound independent judgment within established guidelines.

Familiar with the Tribal community, cultural traditions, and livelihood.

Must be sensitive to the needs and characteristics of young children and their families.

Incumbent **MUST** be able to respect and adhere to the most rigid and strict rules of confidentiality.

Must possess patience, resourcefulness, and flexibility to adjust to new situations.

Must possess work history of dependability and ability to work with minimum supervision.

**MINIMUM QUALIFICATIONS Continued:**

Must receive health clearance from qualified medical personnel.

Must possess valid Nevada Driver's license, good driving record, and be insurable under the Tribe's vehicle in insurance policy.

Must pass a thorough background investigation including fingerprint clearance.

**REQUIRED EDUCATION & EXPERIENCE:**

High School graduate or equivalent. Must have at least two years of experience in the care and supervision of children between the ages of five and eighteen years of age. Experience working with children in a recreational, instructional, or childcare setting or any combination of training, experience or other preparation which would indicate possession of the required knowledge, abilities, and skills outlined for this position. Paid or volunteer experience working with Native American students in a classroom setting is highly desirable.

Must have or be willing to obtain First Aid or CPR certification within the first three months of employment.

**TO APPLY:** Applications may be obtained from the Human Resources Office at the Tribal Administrative Building in Nixon, Nevada; by writing to the Pyramid Lake Paiute Tribe at PO Box 256, Nixon, NV 89424; or, by calling the Human Resources Office at (775) 574-1000, extension 1132.

The Pyramid Lake Paiute Tribe is a drug free workplace. Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment. In addition, the Tribe implements a Background Investigation Program in which all employees are subject to a background investigation and favorable suitability determination as a condition of employment.

***Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Pyramid Lake Paiute Tribe is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions of Section 703(I) of Title VII of the Civil Rights Act of 1964, amended in 1991.***