

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2013-082 **Issue Date:** 06-26-13 **Closing Date:** 07-18-13

Teaching Assistant
Yakama Nation Tribal School
Department of Health & Human Services
Hourly Wage: \$12.58/Full-Time/Regular
Location: YN Tribal School

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 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.
- Other duties as assigned or needed.

General Recruiting Indicators:

- Must have high school diploma or equivalent.
- AA Degree in education or related field.
- Able to complete an AA degree in education or related field.
- Classroom experience in grades 7-12 preferred.

Necessary Special Requirements:

- Enrolled Yakama Preference.
- Ability to obtain First Aid/CPR card, Food Handlers Card, etc.
- To meet the needs and objectives of the position description incumbent must be in good health, mentally alert, good attendance record, punctual and dependable.
- Must pass a criminal history background check.
- Possession of a Valid Washington State Driver's License with a reasonably food driving record.
- Ability to acquire Tribal Drivers License.
- No history of child abuse or neglect for at least one year prior to application.
- Must be able to pass a pre-employment drug and alcohol test.