



**The Klamath Tribes**  
501 Chiloquin Blvd./P.O. Box 436  
Chiloquin, Oregon 97624

Phone: (541) 783-2219  
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OPEN: 8/27/18  
CLOSE: 9/17/18

EXEMPT\_\_\_  
NON-EXEMPT\_X\_

### **JOB DESCRIPTION**

**POSITION:** EDUCATION ASSISTANT (TEMPORARY)

**RESPONSIBLE TO:** Education & Employment Department Director

**SALARY:** \$11.95 per hour/No Benefits / NTE950 hours per calendar year

**CLASSIFICATION:** Non-Management, Temporary, Part-Time

**LOCATION:** Learning Center  
Education & Employment Department  
119 Yahooskin St.  
Chiloquin, OR 97624

### **INTRODUCTION**

The Primary purpose of this position is to tutor students in Kindergarten through twelfth grades using the maqlaqs s?ayooga Learning Center curriculum and to provide clerical activities in support of the Center. The employee will promote educational achievement and cultural awareness for eligible American Indian students. The employee must be willing to drive in inclement weather for After School Program functions.

### **MAJOR DUTIES AND RESPONSIBILITIES**

1. Review student referrals for tutoring services to be provided and arrange for tutoring equipment/materials, as necessary.

2. Contact the student's parents and teacher(s) to develop a course of action for study, and to request parental involvement.
3. Instruct students in academic subjects, which have been identified by their teachers/parents as areas needing extra study time.
4. Record student progress in Participation Activity Log (PAL). Request a copy of each assigned student's report card, to track student improvement.
5. Effectively communicate Center Tutor Program and Education and Employment Department information to the public.
6. Perform receptionist duties on an as needed basis. This includes receiving incoming telephone calls and directing them to appropriate personnel. Other duties would include filing, photocopying, typing memos and letters from rough draft, reports and other documents as assigned.
7. Establish and maintain an effective filing and record keeping system.
8. Schedule meetings with parents/guardians, notify staff, and take minutes as directed.
9. May be required to attend student events on occasion. Events may be held on the weekend or in the evening.
10. May occasionally drive for After School functions, at times in inclement weather.
11. Other duties as assigned.

### **SUPERVISORY CONTROLS**

Work is performed under the instructional supervision of the After School Program Coordinator. Work is normally assigned in terms of objectives to be achieved, according to standard procedures utilized by the maqlaqs s?ayooga Center. Detailed instructions will be provided on assignments. Recurring assignments are carried out independently by the employee. New or unusual situations are to be discussed with supervisor.

Overall program supervision is provided by the Education & Employment Director.

### **KNOWLEDGE, SKILLS, ABILITIES**

Ability to communicate well with individuals and groups in both written and oral form. Must be

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Education Assistant (Temporary)

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able to present instructions to children, ages five and older, in a group setting or individual basis.

Experience and skill in classroom management.

Ability to accomplish tasks in accordance with established policies, procedures, practices and priorities of the Education and Employment Department and The Klamath Tribes.

Ability to organize, plan and prioritize workloads, using one's own initiative.

Ability to maintain strict confidentiality of client information.

Ability to operate general office equipment; telephone, copy machine, FAX, computer, etc. to accomplish assignments in a proficient manner.

Knowledge of basic clerical duties.

Ability to operate vehicles safely under all types of weather conditions and traffic situations.

Knowledge of grammar, spelling, capitalization and punctuation in order to identify and correct obvious errors.

Ability to communicate orally and in writing to diverse groups, including students, parents, teachers, administrators.

### QUALIFICATIONS, EXPERIENCE, EDUCATION

- Associate Degree in education or related field, OR minimum 72 transferable college credit hours OR Certification as an Education Assistant, **REQUIRED**. *(Copy of degree or transcripts must be submitted with application.)*
- Minimum one academic year positive experience working in a classroom situation with Native American students, preferred.
- Experience tutoring in remedial subject of math, reading and writing.
- Experience with office equipment such as typewriter, computer/word processor, photocopy machine, preferred.
- Must be able to maintain strict confidentiality of records and information pertinent to the nature of the work.
- Must submit to and clear an alcohol/drug screen test, **REQUIRED**. *(Employment will be*

*contingent upon clearing the required alcohol/drug screening test.)*

- Must possess and maintain a valid Oregon Driver's License, have a good driving record, and be insurable by the Klamath Tribes, **REQUIRED**. *(Copy of valid ODL must be submitted with application.)*
- Must submit to and clear a criminal records background check, **REQUIRED**. *(Employment will be contingent upon clearing the required criminal records background check.)*
- Must submit to and clear a criminal records background investigation in accordance with the Indian Child Protection and Family Violence Prevention Act, **REQUIRED**. Following hire must immediately report to Human Resource any citation, arrest, conviction for any traffic, misdemeanor or felony crimes, **REQUIRED**. *(Employment will be contingent upon clearing the required criminal records background check.)*
- Must accept the responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters. In addition, the Oregon Revised Statutes (ORS) 419B.010 identifies this position as having the duty to report child abuse, **REQUIRED**.

#### **INDIAN PREFERENCE**

- Indian and Tribal Preference will apply, as per policy. *(Must submit tribal documentation with application to qualify for Indian Preference.)*

#### **ACKNOWLEDGEMENT**

This job description is intended to provide an overview of the requirements of the position. It is not necessarily all-inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

**Revised: 08/2018**

## **APPLICATION PROCEDURES**

Submit a Tribal ***Application for Employment*** with all requirements and supporting documentation to:

**The Klamath Tribes  
ATTN: Human Resource  
P.O. Box 436  
Chiloquin, OR 97624**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a tribal application, or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.