



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

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**OPEN: 09/19/18**  
**CLOSE: 10/05/18**

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

### **JOB DESCRIPTION**

**POSITION:** JOM LEAD EDUCATION ASSISTANT

**RESPONSIBLE TO:** Native Youth Program Supervisor

**SALARY:** GS-5 \$28,399 - \$35,842 Annual/Full Benefits  
GS-6 \$31,063 - \$39,941 Annual/Full Benefits  
GS-7 Full Benefits (Only for employees with 10+ years of service)

**CLASSIFICATION:** Non-Management, Regular, Full-Time

**LOCATION:** Johnson O'Malley (JOM) Program  
Education & Employment Department  
The Klamath Tribes  
501 Chiloquin Blvd.  
Chiloquin, OR 97624

### **INTRODUCTION**

The primary purpose of this position is to tutor students in kindergarten through twelfth in a variety of school subjects. This position also provides clerical support for the program. The position objective is to promote educational achievement and cultural awareness for eligible American Indian students.

## **MAJOR DUTIES AND RESPONSIBILITIES**

1. Identify students eligible for Johnson O'Malley Services, of which maqlaqs s?ayooga After-School Program is a part, and maintain all files with comprehensive case notes, file entries, and appropriate records regarding services provided, clientele, and student progress. This includes, but is not limited to, identifying students below grade level in math, science, and language arts for tutorial services.
2. This position serves as the back-up to the Native Youth Program Supervisor, when unavailable.
3. Review student referrals for tutoring services to be provided and arrange for tutoring equipment/materials, as necessary.
4. The Lead Education Assistant, will work with the Supervisor to assign tutoring services to tribal youth
5. Contact the student's parents and teacher(s) to develop a course of action for study and to request parental involvement.
6. Instruct students in academic subjects, which have been identified by their teachers/parents as areas needing extra study time.
7. Plan, develop, and implement cultural lessons/activities outside of the classroom as field trips and student incentives. This requires review and budget approval by the Supervisor.
8. Record student progress in Participation Activity Log (PAL). Request a copy of each assigned student's report card to track student improvement.
9. Effectively communicate JOM services and basic Education & Employment Department information to the public.
10. Perform receptionist duties on an as needed basis. This includes receiving incoming telephone calls and directing them to appropriate personnel and receiving and relaying messages for staff.
11. Perform a variety of clerical duties such as filing, photocopying, and typing memos and letters from rough draft, reports, and other documents as assigned.
12. Establish and maintain an effective filing and record keeping system. Meet with supervisor as required or necessary to discuss any and all changes, plans, or new activities within the JOM Program.

13. In accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005-003, all Tribal staff are considered a Mandatory Reporter.
14. In addition to the Tribal Juvenile Ordinance and General Council Resolution, the Oregon Revised Statutes (ORS) 419B.010 identifies this position as having the duty to report child abuse.
15. Other duties as assigned.

### **SUPERVISORY CONTROLS**

Work is performed under the instructional supervision of the Native Youth Program Supervisor. 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.

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, AND ABILITIES**

Ability to communicate well with individuals and groups in both written and oral form. Must be 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 develop positive working relationships with county and city school districts/staff.

Ability to develop positive rapport with native youth.

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, and administrators.

### **QUALIFICATIONS, EXPERIENCE, AND EDUCATION**

- High School Diploma or Equivalent, **REQUIRED**. (*Diploma, GED, or transcripts must be submitted with application.*)
- Associate Degree in education or related field, OR minimum 72 transferable college credit hours, OR Certification as an Education Assistant, **REQUIRED**. (*Copy of degree, transcripts, or certification must be submitted with application.*)
- Minimum one academic year positive experience working in an academic setting with Native American students beyond the experience used in bullet above, **REQUIRED**.
- Experience tutoring in remedial subjects of math, reading, and writing, **REQUIRED**.
- Experience with office equipment such as typewriter, computer/word processor, photocopy machine, preferred.
- 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 background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for any traffic, misdemeanor or felony crimes, **REQUIRED**.
- 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.

**REV: 09/2018**

## **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.