

# Sisseton-Wahpeton Oyate

## Job Description

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**Job Title:** Johnson O'Malley Part Time Classroom Aide/After-School Tutor

**Reports to:** Sisseton-Wahpeton Tribal Education Director

**Overall Supervision:** Sisseton-Wahpeton Tribal Secretary

**Summary: Part Time- 24 hours per week.** Assist and empower Federally Enrolled Native American students within the Public School District. Helping students to meet their unique academic and cultural needs as identified.

### Duties and Responsibilities:

- Provide information to Parents regarding program scope of work.
- Provide a monthly data report to SWO Education Director, JOM Education Administrator
- Provide supportive instruction on the individual subject areas as needed.
- Assist with discipline by using constructive methods.
- Work in presenting lessons on Dakota History, Language and Culture.
- Assist process paperwork for registered J.O.M. students and parents.
- Provide monthly documentation of services to J.O.M. Education Administrator to include events, attendance and other areas of support
- Transportation of student's as needed from after school tutoring program.

### Qualification Requirements:

- Applicant must be willing to learn and teach the Dakota Language on a daily basis.
- Must have a positive attitude and strong commitment to education and our youth while exhibiting professional behavior.
- Must have valid South Dakota State Driver's License and be able to obtain a SWO Tribal License.
- Must pass a background investigation.
- Must promote a healthy and positive lifestyle by being drug and alcohol free.

### Education and Experience:

- Must have High School Diploma/GED
- Preference will be given to individuals with a minimum of an A.A. degree in Education or related field.
- Native American preference will be given.
- Must be proficient in computers with emphasis in Microsoft Office

Approved \_\_\_\_\_

*Crystal Owen*

Date \_\_\_\_\_

8.29.16