Sisseton-Wahpeton Oyate

Job Description

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 ____________________ Date 8/29/16