

Sisseton-Wahpeton Oyate

Job Description

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

Reports to: Sisseton-Wahpeton Tribal Education Director

Overall Supervision: Sisseton-Wahpeton Tribal Secretary

Summary: 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 and the JOM Board.
- Provide supportive instruction on the individual subject areas as needed.
- Assisting teacher with discipline in the classroom by using constructive methods.
- Work with teachers 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.
- Site supervision of peer tutors, as directed.

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 R. Heminger Date 8/2/17