

NATIVE AMERICAN CULTURAL CENTER ASSISTANT

DEFINITION

Under general supervision to assist Native American Students in a variety of activities and to assist in establishing and maintaining a liaison between home, school and the community and perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receive supervision from a management position or designee.

No supervision exercised.

EXAMPLE OF DUTIES

Duties may include, but are not limited to the following:

Assist Native American students on an individual and group basis.

Develops and implements tutorial services to meet individual and special needs of Native American students.

Promote Native American Cultural Center ideas, Help Native American parents and students to exchange ideas; search for and find an identity and appreciate their Native American heritage.

Act as liaison person between the Native American community and the project.

Demonstrates and assists in arts and crafts activities.

Assist in monitoring Native American materials.

Responsible in setting up and maintaining the Native American Cultural Center, where the Native Americans can have some type of activities such as arts and crafts, ethnic dancing, viewing films, etc.

Responsible in maintaining the Native American resource materials.

Perform some typing and clerical duties.

Perform related duties as assigned.

QUALIFICATIONS

A member of the Native American Community preferred

Knowledge of:

Correct English usage, vocabulary, spelling, grammar, punctuation and arithmetic.

General classroom procedures and equipment.

Students recreational activities, including games, arts and crafts.

Ability to:

Learn the procedures, function, and limitations of assigned duties.

Understand the needs of Native American Students.

Establish and maintain cooperative working relationships with parents, students and others contacted in the course of the work.

Experience and Education:

Previous experience working with children, such as youth groups, instructional aide or any other youth activity is helpful.

NO CHILD LEFT BEHIND FEDERAL REQUIREMENTS

High school graduation or GED

Degree or completion of 48 semester units from accredited college or university or District Assessment Test/County certificate showing compliance with NCLB. (SUSD proficiency test taken before 7/1/04 does not meet this requirement)

PHYSICAL DEMANDS:

Employee in this position must have/be able to:

Enter data into a computer terminal/typewriter and operate standard office equipment.

Sit for extended periods of time.

Hear See and read a computer screen and printed matter with or without vision aids.

Understand speech at normal levels and on the telephone, with or without hearing aids.

Lift and/or carry up to 25 lbs at waist height for short distances.

Bend at the waist.

Reach overhead, above the shoulders and horizontally, grasp, push/pull.

Salary Placement:

CSEA 318

Incremental Salary Schedule

209-work days

Board Approval 1/28/86