

CHEMEHUEVI INDIAN TRIBE
P. O. Box 1976
Havasu Lake, CA 92363
Tribal Employment Rights Office (TERO): Phone (760) 858-5100
dir.tero@cit-nsn.gov

INDIAN PREFERENCE POLICY: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act of 1934 (Title 25, USC, Section 472).

EDUCATIONAL ASSISTANT (TUTOR)/ADMINISTRATIVE ASSISTANT

STATUS: Full-Time 40hrs/week (maximum) /Permanent/Non-Exempt
DEPARTMENT: Education
REPORTS TO: Education Director
WAGE: \$11.50 an hour dependent of qualifications
CLOSES: **July 9, 2019, for in-house consideration,**
for all other applicants July 16, 2019

Educational Assistant (Tutor) Duties and Responsibilities:

- Supervise, educate, and tutor students in accordance with the operating Policies and Procedures and Program Guidelines of the AHHP and the Education Center.
- Work closely with, Chemehuevi Education Center Staff, and the Needles Unified School District.
- Work to maintain a friendly, happy, positive, successful, and organized environment.
- Provide homework help.
- Help provide registration for Tutoring Program. May work with Student(s) teachers to meet individual student's educational needs.
- Monitor safety and correct student behavior as needed.
- Keep a written log of all student behavior issues.
- Distribute healthy snacks and drinks to students.
- Create incentives for Student excellence (perfect attendance, raising a grade, encourage reading, etc.).
- Have creative ideas for the expansion of programs offered at the Education Center.
- Other duties as assigned.

Administrative Assistant Duties and Responsibilities:

- Written reports are mandatory per Education Directors request for grant requirements, program evaluations, education policies, and the Education Directors need of current assessments. Reports TBA from Ed Director such as daily attendance and inventory.
- Provide customer service by phone, mail, fax, email, and in-person.
- Help maintain current records with-in the Chemehuevi Education Center Music Program, including attendance, and student progress. Be available to supervise students practice schedules. Be able to contact parents about their student(s).
- Help prepare educational activities, plan and provide program calendars for each program offered at the Education Center including Summer Camp and Summer Bridge Classes.
- Assist the Education Director with delegated duties, including administrative work, when required.

Qualifications:

- Must be 18 or older.
- Must have high school diploma/GED. Associates Degree or higher preferred. Transcripts required.
- Academic knowledge should include areas of Language Arts, reading, and math preferably with a level up to pre-algebra.
- Must have experience with or around young children and teenagers.
- Knowledgeable of behavior management skills that are applicable at all age levels.
- Ability to communicate effectively with children, parents, Chemehuevi Tribal Staff, and NUSD.
- Ability to enforce rules and set boundaries.
- Must have a valid driver's license and clean driving record.
- Strong written and communication skills.
- Some knowledge of office procedures (filing, mailing, group emails)
- Strong computer skills including but not limited to Microsoft Word, Excel, Access, Power-Point.
- Must have some experience in teaching and/or supervising students.
- Will be required to take California Food Handlers class/exam online to be paid for by The Education Center.
- Will be required to take CPR and first aid class to be paid for by Education Center.

Other Requirements:

- Submit to Pre-Employment Drug Testing and Background check.
- Comply with Drug-Free Workplace Policy.
- Ability to sometimes work evening and weekends.
- Ability to travel.
- Submit copy of Driver's License and DMV Driving Record with application
- Must have the ability to sit, stand, walk, bend, write, lift thirty pounds, and speak to twenty students or more in a fast-paced academic environment.
- Required Continuing Education/Training: As assigned.