

Vehicle required: Yes  
Driver's license required: Yes  
Auto insurance required: Yes  
Minutes from Downtown Olympia: 15

## WAHELUT INDIAN SCHOOL

### JOB DESCRIPTION

#### IDENTIFYING INFORMATION

- A. Job Title: Teachers Assistant    C. Classification Level: Classified Position  
B. Reports To: Assistant Principal    D. Department: Instruction

#### Summary Of Assignment

Under the lead direction of the Assistant Principal, provide educational, clerical and technological skills and support services to an assigned certificated teacher(s). Work effectively with certificated staff to provide the best possible learning environment for all students. Assist with the supervision and instruction of students as directed by the Administrators or assigned teaching staff. Accountable for performing recess and lunch duties as directed by school Administrators.

#### Responsibilities

A. Essential Functions

1. Provide tutorial services to students individually or in small groups as assigned by the classroom teacher(s).
2. Assist classroom teacher(s) with the planning of special activities, lesson preparation and implementation.
3. Accompany and assist in supervision of students on field trips or off-campus activities.
4. Work closely with the Native American Culture staff to assist with providing culturally relevant activities for the enhancement of the students holistic education.
5. Assist teacher(s) with classroom management in the area of discipline, to include the development of maintenance of positive student behavior and supports.
6. Assist with the supervision of students during school activities such as Circle, assemblies and special programs.
7. Provide general classroom assistance with duplication of materials, correcting student assignments, testing students, recording results, preparing bulletin boards, typing and filing.
8. Maintain parent / guardian contact logs with the classroom teacher(s).
9. Assist with the collection and maintenance of student attendance and lunch records.
10. Participate in building staff meetings and / or parent meetings as determined by the supervising teacher and school Administrators.

11. Maintain effective communications with classroom teacher and program administrators.
12. Maintain professional conduct when working with students, staff, parents, and community members.
13. Maintain regular attendance and punctuality, Monday to Friday from 8:00 AM to 4:00 PM
14. Perform other duties as assigned.

The essential functions listed above are not exhaustive and may be supplemented as necessary. The position may perform a variety of non-essential functions consistent with the scope and intent of the position.

B. Required Knowledge, Skills and Abilities

1. Ability to implement written and / or verbal instructions.
2. Ability to work effectively with Native American students and serve as a role model.
3. Ability to organize facts and present them in a clear, concise and logical manner, both orally and in written form.
4. Ability to establish effective rapport and employee relationships .
5. Ability to demonstrate and maintain confidentiality.
6. Ability to work independently and to exercise sound judgment.

MINIMUM QUALIFICATIONS

1. High School Diploma

PREFERRED QUALIFICATIONS

1. Associates Degree
2. Knowledge of traditional Native American cultures and values
3. Experience working with children from Kindergarten through 6<sup>th</sup> grade

WaHeLut Indian School

11110 Conine Avenue SE

Olympia, WA. 98513

360-456-1311

Principal: Harvey Whitford, [hwhitford@wahelut.bia.edu](mailto:hwhitford@wahelut.bia.edu)

Assistant Principal: Brenda Lovin, [blovin@wahelut.bia.edu](mailto:blovin@wahelut.bia.edu) (Site Supervisor)

Website: [wahelut.bia.edu](http://wahelut.bia.edu)