



AMERICAN INDIAN SERVICES

scholarships for Native Americans

Position Description

Position Title: AIS PREP Teacher's Assistant

Hourly Range: \$13.00-\$16.00/Hour (depending on experience and credentials)

Classification: Non-Exempt

Schedule: Full-Time; Monday-Friday 8:30-4:30

Role: Non-Supervisory

The mission of American Indian Services is to provide education to Native Americans in need through scholarships and programs while ensuring that their cultural values are preserved.

Summary of Work:

The American Indian Services (AIS) Pre-Freshman Engineering Program (PREP) Teacher's Assistant reports directly to and works closely with the AIS PREP Instructors to monitor and mentor middle school students, assist in grading of assignments, materials procurement and program evaluation.

Duties & Responsibilities:

- Assist instructors and program students.
- Provide educational support and tutoring.
- Grade homework and special assignments. Maintain records of students' work.
- Ensure the safety and appropriate behavior of program participants. Respond appropriately to student behavior.
- Provides assistance and oversight with field trips, closing event, etc.
- Serve as a "mentor" to students, encouraging the development of a commitment to educational achievement
- Assists with planning, implementation, setting up and taking down of events.
- Attend staff meetings and/or planning sessions.
- Perform other duties as assigned by AIS PREP Instructors and Site Coordinators.

Knowledge, Skills and Abilities:

- Knowledge about campus and community resources and function as a source of information is preferred, but not required.
- Ability to supervise middle school age students.
- Ability to interact with students and be able to identify conflicts/difficulties.
- Ability to utilize effective verbal and written communication skills.

- Ability to maintain confidentiality of student records.
- Ability to assess student work according to general instructional standards.

Required Qualifications:

- College degree or at least 2 years of coursework in education, youth development, outdoor recreation, physical education, or related fields preferred.
- Prior experience working with adolescents.
- Commitment and interest in assisting middle and high school students in their academic and personal growth.

Note: All positions at the American Indian Services (AIS) support a safe, healthy and drug-free work environment through background checks, AIS maintains a drug & smoke-free environment. This is a general outline of the essential functions of this position and shall not be construed as an all-inclusive description of all work requirements and responsibilities. The employee may be required to perform other job-related duties as requested by the designated work leader(s). All requirements are subject to change over time.

Employment at American Indian Services (AIS) is on an at-will basis, which means that your employment may be terminated by you or AIS at any time, for any reason or for no reason, with or without notice, and without any procedure or formality. The at-will nature of your employment is not affected by any of the guidelines of this Job Description and cannot be modified by any oral promise from any supervisor or by any other writing unless duly executed by the employee and the Chair of the Board of Directors. AIS reserves the right to change, replace, withdraw, or deviate from any of the guidelines contained in this Job Description without prior notice.

We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, pregnancy or pregnancy-related related conditions, age (40 and over), or any other characteristic protected by applicable federal, state or local laws.

Employee Signature

Date

Printed Name