

JOB DESCRIPTION

Job Number - 020

JOB TITLE:	Del Norte Indian Education Center Program Assistant I
JOB LOCATION:	Crescent City, CA
SUPERVISOR:	Education Program Coordinator
SUPERVISES:	None
FLSA Status:	Non-Exempt
SCHEDULE:	Monday - Friday 8:00 a.m. to 5:00 p.m.
COMPENSATION:	\$15.00 per hour

Summary: Located on the beautiful North Coast, the Northern California Indian Development Council, Inc. is a private nonprofit corporation that annually provides services to 14,000 to 15,000 clients statewide. NCIDC was established in 1976 to research, develop, and administer social and economic development programs designed to meet the needs of Indian and Native American Communities; to provide support and technical assistance for the development of such programs, and the conservation and preservation of historic and archeological sites and resources.

The Program Assistant I report to the Education Program Coordinator and works in Crescent City, California. The Program Assistant I work directly with the Education Program Coordinator to coordinate learning activities, collecting and distributing information to administrative staff and providing support to the Del Norte Indian Education Coordinator

RESPONSIBILITIES: The Education Program Assistant I will provide a variety of services including coordination of academic tutoring, assisting the Program Coordinator with learning activities, creative arts instruction, cultural activities, and other services that provide opportunities for growth for American Indian students and families. Other responsibilities include maintaining tracking systems; researching, collecting and distributing information to administrative staff; and providing support to the IEC Program Coordinator. The Education Program Coordinator's Assistant I will establish and maintain a cooperative working relationship with NCIDC staff, parents and school district staff, administrators and faculty. Duties include:

1. Prepare tutorial schedule
2. Monitor daily center activities
3. Understand and enforce safety rules and emergency procedures
4. Keep IEC Program Coordinator informed on such issues as neglect, abuse, health or emotional problems concerning the children or families
5. Attend appropriate parent meetings, potlucks and fundraisers
6. Record daily student attendance
7. Represent the program at various community committees and meetings
8. Assist with annual program planning and development

Updated 7/21/15, 1/23/18, 11/27/2018, 06/09/19

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9. Perform other job-related duties which may be assigned to meet the ongoing needs of the program and organization
10. Other duties as assigned

TRANSPORTER RESPONSIBILITIES

Responsible for facilitating the efficient and timely movement of children from school to the DNIEC. This includes recognition of who is to be transported on specified days and noting when a child does not show up at the pick-up point. The transporter is responsible for picking up passengers, assuring they wear their seatbelts and driving with care to the Education Center. Must have a California Drivers License (no special license required) a clean driving record and insurance.

MINIMUM REQUIREMENTS:

1. High School Diploma or equivalent and 1 years' experience working in education or youth programs
2. California Driver's License (DMV record required); Insurable driver (proof required), fingerprinting under FBI, DOJ or equivalent guidelines, TB and Hepatitis B testing
3. Must pass County Teachers Aid exam or equivalent
4. Must have knowledge of computer operations and basic business machines
5. Must have work history substantiating dependability and reliability; ability to complete detailed work with accuracy; and, ability to discharge work functions with minimal supervision.
6. Must have excellent personal and professional communication skills. A writing sample will be required for candidates receiving an interview
7. Must be familiar with the culture and traditions of local tribes

DESIRABLE REQUIREMENTS:

1. AA and 6 months experience working with children in a formal setting or
2. Training in child abuse/neglect, disabilities awareness, nutritional issues, domestic violence and/or substance abuse, tutorial services or related fields
3. Classroom experience
4. Familiarity with Macintosh computers

Language Ability: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.

Math Ability:

Basic math skills. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to calculate and figure amounts such as discounts and percentages.

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Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standard situations.

Equipment/Computer Skills: To perform this job successfully, an individual should have knowledge of Word Processing software and spreadsheet software. Basic internet usage. Ability to use a MAC computer is preferred but not required.

Certificates and Licenses: California Driver's License, DMV record. Valid vehicle insurance, CPR/First Aid Certification, Pass Teachers Aid exam or equivalent.

Work Environment: The noise level is usually moderate.

Physical Demands: While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands finger, handle or feel. Be able to reach with hands and arms and talk to hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Acknowledgment:

I have read the job description and fully understand the requirements set forth therein. I hereby accept this position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

The job duties, elements, responsibilities, skills, functions, experience, education factors, requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that the employ may be required to perform. The employer reserves the right to revise this job description at any time and require employees to perform other tasks as circumstances or conditions of its business, competitive considerations or a work environment change. I further understand that my employment is at-will and thereby understand that the Market or I may terminate the employment relationship at any time, with or without cause.

Employee Signature

Date

Employee Name, Printed

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