

Sisseton-Wahpeton Oyate

Job Description

Job Title: JOM Classroom Aide/Tutor

Reports to: Tribal Education Director

Salary: Dependent upon the budget

Summary: Assist and empower Federally Enrolled Native American students within the Public-School District. Helping students to meet their unique academic and cultural needs as identified.

Duties and Responsibilities:

- Provide information to Parents and community regarding program scope of work.
- Provide monthly data report, prepare the meeting agenda to SWO Education Director and JOM Board.
- Assist and arrange supportive services as needed.
- Assist school administrative and teachers with effective instructional strategy for Native American students.
- Assist teachers in presenting lessons on Dakota History, Language and Culture.
- Process paperwork for registration, reimbursements, incentives and other required information.
- Provide monthly student and parent newsletter and other multimedia communications.
- Must maintain and update the JOM database weekly. Provide weekly reports to supervisor.
- Must act as the Liaison between all schools, parents, and the tribe.
- Must be willing to attend required trainings for this position.
- Other duties as assigned.

Qualification Requirements:

- Applicant will be willing to learn and teach the Dakota Language.
- Must have a positive attitude and strong commitment to education and our youth while exhibiting professional behavior.
- Must have a valid State Driver's License and be able to obtain a SWO tribal license.
- Must pass a background investigation.
- Must promote a healthy and positive lifestyle by being drug and alcohol free.

Education and/or Experience:

- Must have a High School Diploma/GED
- Preference will be given to individuals with a minimum of an AA degree in Education or related field.
- Native American preference will be given.
- Must be proficient in computers with emphasis on Microsoft Office.

Approved _____

Date _____

3/14/25