

**EDUCATION ASSOCIATE
JOB DESCRIPTION
Department of Education
Pokagon Band of Potawatomi Indians**

Job Summary

To work with Pokagon Band Members and other native youth from Pre-K to 12th grade to achieve educational progress.

Principal Duties

To tutor students in grades K-12 in core subjects,

To work with Teacher Consultant to develop individual tutoring plans.

To assist with afternoon and evening academic enrichment labs.

To provide timely delivery of educational services, processing necessary paperwork; home school and departmental tutoring; intakes.

Maintain participant confidential files with assessment of their achievement and tutoring objectives.

Is responsible for staying abreast of new innovative educational means to guide our youth to success.

To develop and implement department activities as assigned (JOM supplies, Youth Camp, Education Nights and beading classes etc.).

To assist with collection of student data; grades, attendance, and test scores.

Assure timely delivery of information to Parents, Teachers and the Education Coordinator as necessary.

Maintain good relationships with schools, employers and other agencies.

Transports Youth on leadership trips, and Youth and parents to other activities.

One week of Summer Youth camp.

Assist with the Summer School Program including with providing transportation and classroom assistance.

Works varied shifts including day, afternoon, evening, and weekend hours as scheduled.

Travel throughout service area.

Performs other related duties and responsibilities as assigned.

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Minimum Requirements

Associates degree or sixty credits of college.

Basic computer knowledge with Microsoft Office applications and Internet skills.

Computer skills, including word processing, desktop publishing, and spreadsheet applications.

Proficiency with current Microsoft Office software.

Must have a valid driver's license and be able to meet minimum insurance requirements regarding driving record in order to utilize GSA vehicles.

Must be willing to submit to and pass alcohol/drug screening and background check.

Preferred Qualifications

One-year experience in working with youth.

Indian Preference

Pokagon Band Indian preference policies apply.

Reports to

The Education Associate reports directly to the Education Coordinator.

Starting Wage Rate PB-3 (Non-Exempt)

Commensurate with education and experience.