



Mi'kmaq Nation Job Description

JOB TITLE: 21ST CCLC Site Teacher Aide

REPORTS TO: 21ST CCLC Site Coordinator

SUPERVISES: No one

SALARY RANGE: \$18.00 - \$20.00

RESPONSIBILITIES INCLUDE:

- Plan academic lessons and enrichment activities in the after-school program that support the daytime in-school lessons and learning.
- Assist in the communication with parents, school day staff, and site coordinator.
- Assist monitoring groups of 10-15 students in a classroom setting.
- Assist the Coordination of schedules with volunteers, agency partners and tutors.
- Assist in managing students' behaviors.
- Assess student progress and submit data to site coordinator Assist with family literacy activities.
- Help students to reach a level of proficient/proficient & above on standardized testing.
- Respect and honor the confidentiality of students and staff in the program.
- Assist in promoting students' culture throughout program lessons.

QUALIFICATIONS INCLUDE:

- BA in Education & certified
- 2 years' experience working with youth, preferably in a school setting
- Excellent rapport with children and adults
- Good communication skills
- Ability to develop lesson plans that support the school day curricular activities
- Creativity
- Strong behavior management skills

PROGRAM GOALS:

- To provide a structured and safe environment which stresses responsible behavior, respect for others, and positive attitudes for all students.
- To provide opportunities which encourage social, emotional, intellectual, and physical growth.
- To provide quality after-school academic and enrichment activities.
- To provide a caring staff that will interact with the students in small group and individual situations.
- To provide communication with parents regarding their children's academic successes and improvements.

NOTICE: This position in no way states or implies that the responsibilities and tasks are the only responsibilities and tasks to be performed by the employee occupying this position. S/he will be required to follow any other instructions and to perform any other job-related duties as required by his/her immediate supervisor.

Requirements stated herein are minimum levels of knowledge, skills, and/or abilities to qualify for this position. To perform the duties and responsibilities of this position successfully, the incumbent will possess the abilities and aptitudes to perform each task proficiently. "Ability" means to possess and apply both knowledge and skill.

All employment decisions, including promotions, transfers and others, are based on meeting all requirements herein, and on Tribal need, the employee's being in good standing (including lack of disciplinary actions), meeting all applicable performance standards and other non-discriminatory criteria. The methods of fulfilling requirements are subject to possible modification to reasonably accommodate qualified individuals who pose a direct threat of significant risk to health and safety of themselves or others.

Only individuals who have proof of full vaccination will be considered for hire.

The Closing date for this position is **JANUARY 26, 2022**. If you are interested in applying for this position you **must submit a completed job application; a completed application includes copies of certificates/licenses/degrees you have stated that you have obtained in your application, along with a cover letter and a resume, 3 professional references from current or past employers (within 3 years)**. A complete Job Description and an Application can be accessed online at www.micmac-nsn.gov under Job Opportunities or you can call our office to have an application mailed. An offer of employment will not be made without a successful DHHS and State of Maine background check. The successful candidate must also submit to an FBI fingerprint background check.

Please send the completed Job Application to the following address or email:

Cheryl Smart

Attn: Human Resource Assistant

Mi'kmaq Nation

7 Northern Road Presque Isle, Me. 04769

csmart@micmac-nsn.gov

The Mi'kmaq Nation practices Native Preference to qualified Native Americans in accordance with Public Law 93-638 and is an Equal Opportunity and Service Provider.