

**MI'KMAQ NATION
POSITION DESCRIPTION**

JOB TITLE: Power Hour Aide

CLASSIFICATION: Hourly/Non-Exempt

IMMEDIATE SUPERVISOR: Education Director

SALARY RANGE: \$16.00-\$18.00

NOTE: The following includes data on essential job functions, as well as physical, mental, academic, and experiential requirements for the job defined herein. The description serves interviewers, applicants, directors, and incumbents as a reference tool for determining whether applicant or employee qualifications are sufficient to perform the tasks and assume the responsibility described herein. Please be aware that some aspects of this portion may change over time in response to the evolving needs of the Mi'kmaq Nation (MN). These changes, however, may not be immediately recorded in this document.

SUMMARY OF POSITION: Serves as a member of the Education Department team. Will provide students, ages 5-18, academic enrichment and personalized instruction in all core subject areas while evaluating their educational career to determine future educational goals. Promote independent learning and provide students with perspectives on learning and success; facilitate tutee insights to help them express their ideas, concepts, etc. Track student grades to help increase students' overall GPA, and they must be able to communicate well with adults and children. Must be willing to work flexible hours.

EDUCATION AND EXPERIENCE: Good communication skills and a positive outlook in dealing with children and adults. Experience working as part of a team while focusing on contributing to quality programming. Able to work one-on-one with younger/older children and act as a role model while motivating learning.

LICENSES OR CERTIFICATIONS: A valid driver's license is preferred but not required. Applicant should be willing to obtain within six months of hire.

SKILLS/KNOWLEDGE/ABILITIES REQUIRED: Ability to work one-on-one or in small groups with students needing academic support. Help caregivers feel welcome to participate in activities with students. Communicate positively and effectively with students, staff, and caregivers. Respect and be sensitive to individual differences. Knowledge and/or experience working with Native American Culture recommended. Be familiar with the Education Department's goals and established rules for children's safety and conduct—good organizational skills.

WORKING CONDITIONS: Work is performed in an office, library, or community-type setting and may include educational institutions and other tribal property settings, including tribal community buildings.

FUNCTIONS/TASKS:

- Work one-on-one or in small groups with diversified students needing academic support.
- Assist in providing quality after-school and summer activities.
- Complete data collection and other documentation while processing it according to daily protocol.
- According to the Privacy Act, maintain confidentiality about all aspects of youth and their families, staff performance, and written and oral records.
- Review students' educational history to evaluate academic performance and learning characteristics.
- Attend outreach functions to build relationships with the community, families, and youth.
- Review and abide by the MN and BCGA Personnel Policies.
- Attends all other required training and assigned meetings. • Any/all other duties as assigned by the Education Director.

NOTICE: This position does not state or imply that the responsibilities and tasks are the only ones to be performed by the employee occupying this position. They will be required to follow any other instructions and to perform any other job-related duties as required by their 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 significance to the health and safety of themselves or others.

The Mi'kmaq Nation practices Native Preference to qualified Native Americans in accordance with 25 USC 472, 472 (a) and P.L. 93-638 and is an Equal Opportunity and Service Provider.