

Little Wound School Board
POSITION DESCRIPTION

STUDENT ASSISTANT

SUPERVISOR: Principal

JOB SUMMARY: Performs duties that are instructional in nature to deliver services to students. Services in a position in which a teacher or another professional has ultimate responsibility for designing and implementing programs and services.

DUTIES & RESPONSIBILITIES: The student assistant will be responsible for the following:

1. Under the direction and guidance of the teacher, provides individualized or small group instruction to students.
2. Assists the teacher in maintaining classroom organization and management.
3. Assists the teacher with student discipline and keeps teacher informed of all student disciplinary incidents.
4. Assists the teacher with student assessments.
5. Assists the teacher with the preparation of learning materials as needed for daily instructional activities.
6. Assists the teacher in developing attractive bulletin boards, classroom displays, developing learning centers, and other classroom decor to create a positive and pleasant classroom environment which is conducive to learning.
7. May be required to provide reports and maintain classroom and/or student records.
8. Corrects student work and provides feedback to students.
9. Assists department with extra-duty assignments including playground duty, lunch duty and others as identified by the supervisor.
10. Assists teachers with the preparation of parental involvement activities including parent teacher conferences, etc.
11. Attends departmental meetings to keep informed of and provide input in departmental activities.
12. Attends departmental staff development activities to maintain an awareness of current trends in education.
13. Maintains strict confidentiality of student and school records at all times.
14. Supervise students and maintain control of classroom in the absence of the teacher.
15. Other duties as assigned by the supervisor which are within the scope of the position.
16. Adhere to all Little Wound School Policies and Procedures.
17. Under the direct supervision of the departmental supervisor.

SPECIFIC SKILLS AND REQUIREMENTS:

1. Demonstrate competency in the basic skills in reading, language arts and math.
2. Demonstrate good communication skills to work effectively with students, parents and co-workers.
3. Knowledge in computers, software and other video and copying equipment used in the delivery of classroom instruction.
4. Prompt time and attendance and other good work habits/ethics is a must.
5. Able to work after hours on occasions.
6. Able to perform light lifting, moving classroom furniture and climbing steps.
7. Knowledge of Lakota culture and the Pine Ridge Indian Reservation

QUALIFICATIONS:

1. A minimum of AA Degree or 60 credit hours required.
2. May be required to successfully pass a basic skills test.
3. Indian preference in employment is a policy of the LWS.
4. Indian preference considered pursuant to P.L. 93-638.
5. Veterans preference is considered by certification of DD-214.
6. Must successfully pass a verified pre-employment drug test.

Amended: May 2002