

FRESNO AMERICAN INDIAN HEALTH PROJECT

1551 E. Shaw Avenue, Suite 1395 Fresno, CA 93710 (559) 320-0490 fax (559) 320-0494

INSTRUCTIONAL AIDE

Position Description

Title: Instructional Aide

Program: Clubhouse

Supervised by: Clubhouse Program Manager

Supervises: No

Travel Required: No

Salary Range: \$15.00 - \$20.00

Type: Part-time ; 20 hours per week

POSITION PURPOSE AND SUMMARY

Under direct supervision of the Clubhouse Program Manager, provides quality academic tutoring. Creates and implements tutorial programs that guide and assist students with homework, problem solving, report writing, and test preparation. Maintains appropriate records of attendance and activities. Maintains confidentiality of all privileged information.

This list of duties and responsibilities is illustrative only of the duties performed by this position and is not all-inclusive. Each classification may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Instructs students individually or in scheduled group study sessions to review principles, solve problems, and review for tests.
- Creates weekly lesson plans for groups or individual student based on their assessed need.
- Provides one-on-one instruction, group tutoring, CAHSEE preparation, High School Exit Exam preparation, homework assistance, culturally enriched and pregnancy prevention curriculum, as well as state standard testing.
- Collects quarterly report cards and ensures that students are not only staying on track with their assignments, but also that they fully comprehend the curriculum they are assigned.
- Administers testing instruments and writes individual tutoring plans upon review of textbooks; refers students to other agencies as appropriate.
- Facilitates academic skills for proficiency in reading, writing, mathematics, and other academic subjects. Assigns daily journal topic. Monitors students computer use.
- Maintains and updates confidential student files and records, ensuring that ethical and legal guidelines are maintained.
- Researches and selects learning materials, textbooks, software, and equipment to facilitate tutoring; may design specific handout, study, and related materials.
- Writes and closes internal activity plans.
- Identifies and provides for "at risk" students on an emergency basis. Monitors progress of students.
- Creates an effective environment for learning through functional examples.

Position Description

- Checks homework to ensure it is completed efficiently and accurately.
- Prepares healthy snack menu items. Follows all safety and sanitary procedures.
- Transports students to and from tutoring program.
- Produces marketing materials informing the public and students about the services offered. Creates and distributes monthly calendar of events.
- Maintains contact with parents. Informs of tutorial changes, student progress, areas of opportunities and areas of improvement.
- Facilitates youth groups.
- Maintains professional competencies through in service education activities provided by the school and self-selected professional growth activities.
- Participates cooperatively with the appropriate administrator and teachers to meet the student's objectives.
- Conducts developmentally appropriate individual and/or group activities and learning opportunities according to individual needs and learning styles.
- Ensures confidential maintenance of all participant files.
- Adheres to agency policies and procedures and advances the goals of FAIHP' in a manner that embodies the agency's philosophy.
- Other job-related duties as assigned as needed to fulfill the mission of the organization.

MINIMUM MANDATORY QUALIFICATIONS, SKILLS, KNOWLEDGE, QUALITIES & PRIOR EXPERIENCE REQUIRED

- Associates Degree in Education or related tutoring discipline, one year tutoring experience; or any equivalent combination of education and experience that could likely provide the required knowledge and skills and abilities to perform the duties of this position.
- Must be at least 18 years of age.
- Ability to communicate effectively and develop a working relationship with Native American students, parents and school officials.
- Ability to work with Native American children from diverse and economic backgrounds.
- Ability to follow written and verbal direction.
- Ability to pass in depth background checks including driving record, criminal background, employment verification and educational background.
- Demonstrable experience utilizing a computer, typing, and utilizing basic software.
- Valid California Driver's license that is insurable on the company vehicle insurance policy.

POSITION QUALIFICATION PREFERENCES

- Credential in field of education preferred.
- Highly organized and motivated.
- Attention to detail and ability to accept suggestions and assistance.
- Knowledge of modern office practices, methods, procedures and automated systems with high level of competence in the use of personal computers and programs including Microsoft Word, Excel and Publisher.
- Experience utilizing the Indian Health Service Resource Patient Management System.

Position Description

- Indian Self-Determination and Education Assistance Act (Public Law 93-638).
- Experience working with the American Indian community.

WORK ENVIRONMENT

- Work environment:** The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate.
- Physical demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is required to frequently stand, walk, sit, bend, twist, talk and hear. There are prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with patients, vendors and staff.
- Mental demands:** There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Fresno American Indian Health Project (FAIHP) are expected to conform to the following:

- Uphold all principles of confidentiality and patient care to the fullest extent.
- Adhere to all professional and ethical behavior standards of the healthcare and social services industry.
- Interact in an honest, trustworthy and dependable manner with clients, employees and vendors.
- Possess cultural awareness and sensitivity.
- Meet or exceed the performance standards as set by your supervisor.
- Work independently and as a team member; consistently demonstrates professionalism, courtesy, efficiency, excellent internal and external customer service, high ethical standards and behavior that contribute to harmonious relationships.
- Maintain a current insurable California driver's license if required.

INDIAN PREFERENCE

FAIHP has implemented an Indian Preference in Employment Policy. Pursuant to this Policy, applicants who meet the minimum qualifications for this position and who are enrolled members of a federally recognized Tribe will be given primary preference in hiring and employment for this position. Other candidates will be considered only after all candidates entitled to this preference have been fully considered.

INSTRUCTIONAL AIDE

Position Description

OTHER

All employees must maintain a current (annual) negative/inactive tuberculosis test/x-ray results on file, have a negative result on a pre-employment drug test, consent to and pass a character investigation as prescribed in P.L. 101-630, section 408 and uphold all principles of confidentiality and patient/client care to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

BOARD OF DIRECTORS APPROVED BY		TITLE	
AUTHORIZED BY		TITLE	Chief Executive Director
DATE POSTED		DATE HIRED	

ACKNOWLEDGMENT

I have reviewed the content of this position description and have been provided a copy of the description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

INSTRUCTIONAL AIDE

Position Description

Employee (printed name)

Employee (signature)

Date
