

**FLANDREAU SANTEE SIOUX TRIBE
JOB DESCRIPTION**

Job Title: Education Assistant/GED Tutor
Department: Education Department
Reports To: Education Director
Status: Full-time
FLSA Status: Non-Exempt (36,067 - \$41,425 - \$52,918)
Revised: 3/19/2025

Approved By: *[Signature]* Date: 3-24-25
Approved By: *Sarah Bad Warrior-Vrooman* Date: 03/24/2025 | 11:33 AM CDT
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I READ AND UNDERSTAND THE JOB DESCRIPTION

Employee Name: _____ Date: _____

SUMMARY

The Education Assistant will assist the Education Director and Department with various tasks. This position will work with the Flandreau Public School and other schools to provide educational programming for the youth and tribal community. This position will help with the GED Program. Schedules will vary and may include some evenings and/or weekends.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Must maintain strict confidentiality regarding student/family files, reports, and information. Must adhere to any mandatory reporting and confidentiality laws, policies, and regulations.
- Provides some individual or group tutoring upon teacher/school administration/counselor referral or as requested by students or parents and coordinates with teachers on the best time to provide services.
- Provides tutoring and assessment for GED students.
- Develop written strategies for tutoring on an Individualized and/or group basis for the 4 GED test subject areas, including computer-based tutoring.
- Maintain, analyze, and record student attendance and progress levels.
- Presents an understandable remedial process whereby students can clearly understand the academic subject being presented.
- Provides all students with a safe and structured learning environment; promotes and reinforces positive behavior expectations. Must maintain a holistic safe space that includes promoting a physically and emotionally safe environment.

- Assists and complements other educational service programs as directed by the supervisor.
- Assists with outreach activities such as advertising events, newsletters, and contacting students and their parents/guardians.
- Create and manage events and activities that pertain to the graduation honoring, field trips, educational events, workshops, classes, or other youth programs and activities as directed by the supervisor.
- Assist with reviewing and evaluating educational events and programs as needed.
- Assist with the Higher Education/Adult Vocational Training program as needed.
- Serves as an advocate for youth and parents in the public school system, community-at-large and tribal community in all matters and issues that may concern them.
- Assists on educational projects, events, meetings and/or aides in positive relationships between the school system and the Education Department;
- Assist with managing day-to-day activities in the Education Office and other duties as assigned.

MINIMUM QUALIFICATIONS

- Associate's Degree in education or other relevant degree. One year experience working with youth, tutoring or in the education field; and/or a combination of higher education
- Must be able to pass and maintain a P.L 101-630 Character Background Check.
- Possess strong language skills and can speak in large groups, write grammatically correct letters, and relay information through technological equipment.
- Possess strong computer skills. Preferred experience working with Microsoft, Publisher, Outlook, and Excel programs.
- Ability to organize work, work creatively, and work independently. Strong organizational, planning, and leadership skills.
- Commitment to working with diverse populations, specifically knowledge, experience, and/or skills with Native American culture. Willing to be trained on best methods for academic and cultural support.
- Ability to schedule occasional evening and weekend activities for youth.
- Strong interpersonal and leadership skills.
- Knowledge of or willingness to learn approaches to youth and educational development. Strong mentoring skills and the ability to work one-on-one or in groups with youth.
- CPR & First-Aid Certified.
- Must be able to pass a pre-employment drug screen.

Please note: hiring preference is provided to members of the Flandreau Santee Sioux Tribe followed by members of other federally recognized tribes. Flandreau Santee Sioux Tribe requires any designated candidate to complete a pre-employment drug/alcohol screen, criminal background check, and confirmation of professional references. Must have a valid driver's SD license within 30 days (if applicable)