

JOB DESCRIPTION

JOB TITLE: Title VI Indian Education Interventionist for Pawhuska Public School District	DATE: 2019-2020 School Year Follow Pawhuska District Calendar
FSLA Status: Nonexempt Hourly - 7 hrs/day (+30 minute lunch)	LOCATION: Pawhuska 6 th -12 th Grades
POSITION REPORTS TO: OCIC Director, School Principal(s), LEA Superintendent/Assistant Superintendent	LENGTH OF EMPLOYMENT: Full-time position for 2019-2020 School Year

SUMMARY: This position requires assisting **Native American** students by promoting academic (specifically in core academic subjects) achievement. Must be able to work in team environment, utilize independent judgment in establishing or adapting procedures to varied work situations, and project professional behavior at all times. Position requires ethical workplace behavior that includes maintenance of complete confidentiality of student information and of financial/grant information. Position requires tutoring students using science-based intervention strategies of **Native American students**. Principals of each assigned site will make schedules for interventionist. Must be available to have flexible work hours (before school, after school and during school hours).

STANDARDS:

Education and Experience

Paraprofessional certification, Associate's Degree or equivalent college hours. Applicant must pass a background check. Para professional certification test can be scheduled through OCIC with a \$55 fee.

Knowledge and Skills:

Native American culture

Ability to work independently

Basic computer skills; working knowledge of various office machines/equipment

Interested in working with **Native American** children/students

Native American descent

Ability to take direction from school administrator and work as a team player for the best interest of **Native American** students.

Working Conditions

Employee will work within a public-school environment and will frequently do group work on data gathering and analysis and on grant objectives.

Employee will work with parents of Native American students.

Employee will be a liaison with the Osage Nation for Osage students and be willing to contact other tribes in order to seek resources to all Native American students.

Physical/Mental Demands

Capacity to make decisions and follow through.

Ability to understand written and oral instructions.

Ability to perform essential functions of position such as tutoring, instruction of interventions, record keeping, etc.

Be timely in reporting and record keeping

ESSENTIAL FUNCTIONS OF THE JOB:

Provide individual and small group interventions (grades 6-12) to **Native American** students under supervision of classroom teacher or other assigned personnel.

Assist in administering pre- and post-testing and state mandated tests for **Native American** students.
Assist in developing and reproducing instructional intervention materials for **Native American** students.
Research and provide supplemental material for classroom/small group/individual **Native American** student use.
Maintain progress records and attendance for **Native American** students served.
Type, duplicate, and laminate instructional materials for **Native American** students.
Participate in in-service training sessions as requested by supervisor(s).
Submit weekly/monthly time & effort report forms to OCIC office.
Attend **Native American** parent meetings, if requested.
Maintain monthly **Native American** student contact records including achievement records if necessary.
Establish Native American Club and maintain monthly activities.
Report activities to the Title VI Parent Advisory Committee

RELATIONSHIPS:

Internal: Reports directly to grant Project Director **and** assigned member district school principal. Works cooperatively with OCIC staff and school staff. Establish and maintain rapport with all OCIC staff and with administrators and staff at Pawhuska School District. Establish and maintain rapport with **Native American students and parents and with members of the Title VI Parent Committee.**

External: Interacts with members of the community and projects a positive image of the OCIC and Pawhuska School District at all times.

EVALUATION:

The interventionist will be evaluated twice a school year by an OCIC staff and/or school principal using an OCIC support evaluation form **or** other LEA support form.

For an application, go to Osage County Interlocal Cooperative (OCIC) website:
www.ocic.k12.ok.us

For more information contact Dr. Jacque Canady, OCIC Executive Director,
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