



BIG PINE PAIUTE TRIBE OF THE OWENS VALLEY
Big Pine Paiute Indian Reservation

POSITION: Instructional Aide/Jr. PRIDE Advisor
SUPERVISED BY: BPIEC Director
SALARY: Starting Salary: \$10-\$16/hour, DOE – Full-time w/benefits (32 hours/week)

POSITION SUMMARY: Under the direction of the IEC Director, the Instructional Aide works directly with BPIEC enrolled students and families, specifically with the Jr. PRIDE Program, which focuses on middle-school students, ensuring that they transition into High School by improving study skills, grades and behavior. Aide will assist and work cooperatively with the Director in planning and implementing programs and activities for BPIEC students. Aide may be assigned as mentor to specific high school students in order monitor and encourage positive progress.

REQUIREMENTS & JOB RESPONSIBILITIES:

1. Assists and works cooperatively with the Director in planning and implementing programs and activities for BPIEC students under TANF programming.
2. Acts as a positive role model to students and families.
3. Provide homework tutorial assistance
4. Meet weekly with Jr. PRIDE students enrolled in BPIEC
5. Provide direction and mentoring to students in helpful and respectful manner
6. Drive students to and from BPIEC activities
7. Attend meetings, conferences, and trainings as required
8. Coordinate and facilitate Math tutoring sessions/workshops during summer session
9. Serve as Activity Assistant for TANF programming
10. Provide monthly and End of Year Program Reports on Jr. PRIDE
11. Provide Jr. PRIDE Program Evaluation at end of year to be submitted with End of Year Program Report.
12. Based on program needs and available grant money, this position may become 40 hrs per week.
13. Other duties as assigned by Supervisor

MINIMUM QUALIFICATIONS:

- Must have a High School Diploma or GED
- Requires good verbal and written communication skills and computer literacy.
- Must commit to and maintain strict confidentiality
- Must have or be able to obtain within 60 days a Class B Driver's License, with passenger endorsement.
- Must possess a valid State of California driver's license and be insurable with Tribe's insurance carrier.
- Must have or obtain CPR and First-Aid Certification within 60 days.
- Must pass a background check
- Must pass pre-employment and random drug screening.

Deadline to apply: This position is open until filled. Interested individuals must complete a Big Pine Tribal Application. Applications and complete job description are available on the Tribe's website: www.bigpinepaiute.org or at the Tribal Office, 825 S. Main Street, Big Pine, CA 93513.

Submit materials outlined below to:

Big Pine Paiute Tribe, P. O. Box 700, Big Pine, CA 93513 or in person at 825 S. Main Street, Big Pine

- a completed Big Pine Paiute Tribal Application and TERO application form (required)
- Tribal Enrollment verification (if applicable)
- a DMV print out

Indian Preference applies to this position pursuant to the Big Pine TERO Ordinance and the Indian Self-Determination and Education Assistance Act (24.U.S.C. 450, et. Cet.) 25 CFR 271.44)