

Position Title Academic Advisor - Indian Education Band/Grade B-2-1-4

Immediate Supervisor Coordinator of Indian Education/
Building Principal

Job Summary (Basic Purpose of Position)
Promote Indian student's academic success in school.

Supervisor _____ Employee _____

*Note: The signature of the supervisor and employee indicates they have read this job description and agree with its contents

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W, M, A, Q	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What you Have to Know to Accomplish Duty or Function	PERFORMANCE STANDARDS How Will you Know the Job is Done?
<p>1. ASSIST TEACHER IN INSTRUCTING STUDENTS</p> <p>1.01 Perform the following instructional duties under a teacher's direction:</p> <ul style="list-style-type: none"> a. Read to students b. Listen to students read c. Supervise vocabulary drill d. Supervise skills practice e. Administer tests f. Supervise learning games g. Drill math facts h. Manage students' group/ individual activities i. Keep students on task j. Explain and re-explain directions and assignments to students. k. Check students' work for accuracy. l. Supervise worksheet and/or workbook assignments. <p>1.02 Follow the goals and objectives listed in students' instructional plan.</p>	<p>A</p>	<p>75D</p>		<p><u>Knowledge</u></p> <ul style="list-style-type: none"> 1.01 District policies regarding confidentiality and privacy of data. 1.02 Provisions of SBR 200-20-1 <p><u>Ability</u></p> <ul style="list-style-type: none"> 1.01 Work cooperatively with children and adults 1.02 Describe the positive benefits of education to all students. 1.03 Carefully follow the specific instructions and directions of supervisor. 1.04 Maintain a positive attitude while at work. 1.05 Communicate ideas to others (children and adults). 	<p>1.01 Varied and structured learning experiences as assigned by the teacher are provided for students with accuracy and within established deadlines.</p> <p>1.02 Follows the goals and objectives listed in instructional plans when assisting in the instruction of students.</p>

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1.03 Prepare and develop instructional materials by following the directions provided by supervisor. 1.04 Supervise students' behavior as assigned by teacher or principal. 1.05 Copy materials and file reports. 1.06 Maintain accurate records as assigned by supervisor.	A B 5D 5W	10D 5D 5D 5W		<u>Skills</u> 1.01 Read, write and calculate at 6th grade level. 1.02 Speak clearly	1.03 Has developed instructionally related materials by following directions of supervisor. 1.04 Supervises students as assigned by teacher or building principal. 1.05 Materials are copied and reports filed on time. 1.06 Accurate records are maintained as requested by supervisor.
2 PROVIDE ACADEMIC TUTORING TO AMERICAN INDIAN STUDENTS 2.01 Provide small group tutoring to American Indian students. 2.02 Meet student's individualized needs. 2.03 Administer tests 2.04 Establish daily, weekly and monthly logs of students worked with. 2.05 Confer with parents and teachers 2.06 Monitor students' progress	B A A A A			<u>Knowledge</u> 2.01 Values and customs of the American Indian 2.02 Indian Education Community 2.03 What is taught in schools. 2.04 Guidelines and school policy 2.05 Confidentiality and privacy of data.	<u>Evidence will exist indicating that:</u> 2.01 Students' progress has been monitored whether they pass or fail. 2.02 Guidelines and policies have been met. 2.03 When reports are handed in on time. 2.04 Effective communication with parents, students and teachers. 2.05 Evidence that shows effective instruction to students is what they need. 2.06 Students' progress has been monitored.