



QUECHAN INDIAN TRIBE

Fort Yuma Indian Reservation

P.O. Box 1899 • Yuma, Arizona 85366-1899

Human Resources Department

Telephone: (760) 919-3600 Ext. 280

Fax: (760) 572-2961

POSITION DESCRIPTION

Position: Instructional Assistant – Quechan Language Salary: \$15.50 per hour

Opening: Monday, January 30, 2023

Closing: Open Until Filled

BASIC FUNCTION:

Under the direct supervision of the Language Coordinator, the Instructional Assistant is responsible for providing classroom support to the Kwatsáan Language Instructor in all daily classroom activities to maintain a safe, clean, learning environment for Kwatsáan Language students. He/she will assist the Language Instructor in coordinating and integrating educational activities, assume clerical duties, and operate standard office equipment to enhance the Language curriculum.

DUTIES & RESPONSIBILITIES:

- Assist in developing weekly lesson plans in accordance with Kwatsáan Curriculum.
- Assist with overall classroom supervision during Language sessions, indoor/outdoor play, and break sessions when students are in session.
- Participate in all scheduled activities assigned by the Language Coordinator.
- Attend scheduled in-service and pre-service training as assigned.
- Operate computer utilizing software such as Excel and Miromaa; maintain electronic filing systems, databases, and spreadsheets and make data entries as required.
- Research, compile, and maintain accurate use of Kwatsáan nouns, verbs, and sentence structures.
- Carry out oral and written instructions in a timely and efficient manner and maintain effective working relationships with co-workers.
- Maintain the work area and reception area in a neat and tidy manner.
- Maintain and upgrades skills/knowledge as required by attending training/workshops.
- Perform other related duties as assigned.

QUALIFICATIONS:

- High school diploma or GED.
- Must possess good written and oral communication skills with the ability to learn Kwatsáan Language and orthography.
- Knowledge and ability to effectively operate a computer, software, and standard office equipment.
- Knowledge and experience in using Microsoft programs, Word, Excel, and record bookkeeping software.
- Must possess the knowledge/ability to maintain the confidentiality of clients and client records.
- Must be punctual, and dependable with a good attendance record.
- Must be able to independently maintain order in a classroom.
- Must have a good knowledge of the Kwatsáan culture and be open to advancing his/her knowledge in the Kwatsaan language.

FOR MORE INFORMATION AND TO APPLY:

Online application available at www.quechantribe.com or pick up at:

Quechan Indian Tribe

Human Resource Department

350 Picacho Road

Winterhaven, CA 92283

Telephone: (760) 919-3600 Ext. 279

Fax: (760) 572-2961

Mailing Address:

P. O. Box 1899

Yuma, AZ 85366

(All resumes must be accompanied by a Tribal Application)

For further questions or to return an application electronically please e-mail us at

hrclerk@quechantribe.com

Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 & 473). Applicants claiming Native American Preference must present valid evidence of Tribal Affiliation. In other than the above, the Quechan Tribe is an Equal Opportunity Employer. The Quechan Tribe adheres to the Drug-Free Workplace Act of 1988. Selected applicants **must** pass a pre-employment Alcohol/Drug screening and Background Check.