



## Program Assistant

The Monacan Indian Nation (MIN) is looking for a Program Assistant who can work alongside and support a reading and math remediation teacher, a cultural instructor, and MIN staff in an after-school remediation program thru a TEC-COVID Grant. The program will focus on improving the reading and math scores of Native children and friends in the community by offering experienced remediation instructors partnering with cultural teachers in a supportive environment over the summer months. The MIN is hoping to expand this program with the success of this grant and encourage the teachers and assistants to collaborate with parents and staff to strengthen the program. If you are interested in this part-time opportunity, please contact [childcare@monacannation.gov](mailto:childcare@monacannation.gov) or [tribaloffice@monacannation.gov](mailto:tribaloffice@monacannation.gov).

### Job Description

- Coach a group of no more than 4 to 8 K-12 school-aged children.
- Complete all student assessments and develop proven reading curriculum.
- Consult with staff, parents, and other teachers on a regular basis to develop and update learning plans, score assessments, provide feedback on curriculum, strategies to improve program, and the program discuss student's progress through the program.
- Support the reading remediation program by working with cultural trainers.
- Have at least two years of classroom teaching or at least 5 years math remediation experience with demonstrable improvement in students' math skills.
- Strong Technology Skills.
- Creative and skillful teaching abilities.
- Maintain all student records up to date including student attendance and parent contact info.

- Organization skills - Patience and flexibility.
- Strong communication skills.
- Ability to make class plan/curriculum independently following proven remediation curriculum.
- Prompt time management and strong attendance record.
- Must be willing to do a comprehensive background check and provide references.

### **Required Experience**

Minimum 5-year experience math remediation teaching preferred.

Must be an employed reading teacher.

Job Types: Part-time, Contract

Pay: \$35.00 to \$38.00 per hour

Schedule:

Tuesday to Thursday 5:00 pm to 7:00 pm May 6<sup>th</sup> – Aug 30<sup>th</sup>

Work Location:

Monacan Indian Nation's Main Office in the Community Room.