

NATIVE AMERICAN PROJECT ASSISTANT

Code No.: 940040

COMPETITIVE

Non-competitive for 1 position only at RCSD

DISTINGUISHING FEATURES OF THE CLASS: This is a resource position responsible for assisting in the development of materials and presentation of information for an after-school Native American cultural enrichment program of a school district. The program is designed to enhance studies by describing the heritage, culture and beliefs of certain Native American cultures. Interactive sessions utilizing artifacts and arts and crafts are conducted to encourage critical thinking regarding the objects and culture of the Native American people. The employee reports directly to, and works under the general direction of a Project Coordinator or other higher level staff member. Supervision of others is not a responsibility of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Visits district schools and presents established cultural encounters programs of the Native American people;

Assists with the development of up-to-date and age appropriate resource materials utilized at presentations;

Assists students with arts and crafts that support particular presentations;

Assists with obtaining and scheduling guest speakers for Native American presentations;

Accompanies Native American classes on field trips including visits to reservations and museums;

Attends basic orientation and in-service workshops relative to the Native American program;

Assists with the maintenance and operation of a resource center library including the distribution of resources to schools and identifying new materials for collection;

Assists with the recruitment of students and parents for participation in resource center programs; Assists with office duties such as organizing supplies, answering phones and scheduling presentations.

Assists in the development of grants proposals for the Native American program.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of Native American arts, crafts and heritage; working knowledge of effective presentation methods and strategies; ability to demonstrate Native American arts and crafts; ability to compile bibliographies and prepare teaching aids; ability to advise students regarding projects; ability to establish and maintain effective professional relationships; creativity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus either:

- (A) Graduation from a regionally accredited or New York State recognized college or university with an Associate's degree or successful completion of sixty (60) college semester credit hours; OR,
- (B) Two (2) years of paid full-time or its part-time equivalent experience in teaching, instructing, demonstrating, or presenting information to groups of people; OR,
- (C) An equivalent combination of education and experience as defined by the limits above.

SPECIAL REQUIREMENT: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADOPTED: May 27, 1982
REVISED: March 8, 2012