



**IAIA CONTINUING EDUCATION
COLLEGE & CAREER READINESS PROGRAM
Experiential Educator (Student Instructor)**

DEPARTMENT:	IAIA CONTINUING EDUCATION
CLASSIFICATION:	CONTRACT/ GRANT FUNDED \$15.00 hrly
REPORTS TO:	CONTINUING EDUCATION MANAGER
SUPERVISES:	NONE
LAST UPDATED:	OCTOBER 2016

SUMMARY OF RESPONSIBILITIES

The Continuing Education program, based at The Institute of American Indian Arts, is looking for a highly motivated individual to support our program. This is an ideal position for an individual who wants to work in an educational setting to provide instruction for the IAIA College & Career Readiness Program Curriculum for Native American Middle School students. The Instructor will prepare materials, collect registration forms, correspond with parents/guardians of students as needed, will deliver the curriculum, will photograph classroom activities as needed, will communicate with school staff, and will report back to the IAIA Continuing Education Manager after each of the sessions has been completed.

ESSENTIAL POSITION FUNCTIONS

- Prepare materials, as needed, for each session within the IAIA College & Career Readiness Curriculum for Year I & Year II.
- Coordinate with identified school site staff to collect registration forms and/or communicate behavior challenges, follow-ups, etc.
- Work with students to complete pre and post surveys about the educational pathway.
- Deliver lessons, as laid out within the IAIA College & Career Readiness Curriculum handbook, and work with students to thoroughly understand each lesson.
- Coordinate with IAIA Continuing Education Manager to allow time for guest speakers/presenters regarding specific topic areas within the curriculum, i.e. Financial Literacy Workshop presenter, Career Advisor, Scholarship Manager, etc.
- Document delivery of sessions using forms from IAIA College & Career Readiness Curriculum handbook and address any follow-ups that are needed for students or their families.
- Document delivery of session using any kind of digital method of photography, to be copyrighted to the IAIA College & Career Readiness Program.
- Report back to IAIA Continuing Education Manager after each session, including any issues that may arise before, during, or after sessions.
- Communicate with parents using typed notes home (must be approved by IAIA Continuing Education Manager), newsletters, etc.
- Assist Administrative Assistant with preparing light refreshments for participants, including: setting out paper goods, opening fruit/veggie trays, dispose of any trash leftover by the group.

- Support the preparation of study materials, and training materials for the IAIA College & Career Readiness Program
- Provide administrative and clerical support as needed for the IAIA College & Career Readiness Program
- Availability for some weekend and evening work hours required
- The above covers the most significant responsibilities of the position. It does not, however, exclude other duties, which would be in conformity with the level of the position.

REQUIRED EXPERIENCE AND EDUCATION

- College degree required (or in progress) Must pass a criminal and credit background check.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Must have a driver's license and own a car (standard mileage reimbursement provided).
- Ability to drive to tribal communities as needed
- Experience in teaching K-12th preferred.
- Must have excellent writing skills.
- Must have excellent communication skills, attention to detail, organizational skills, and be an independent performer with the ability to follow directions.
- Must be able to maintain and sustain confidentiality at all times.
- Must demonstrate flexibility in regards to center's demands and new technologies. Must be highly adaptable to competing deadlines and changes in priorities.
- Must have experience in working with Native American populations.
- Must be professional, resourceful, proactive, collaborative, conscientious and results-oriented individual.
- Must have an optimistic and positive demeanor, excellent oral and written communication skills, good intuition and ability to adapt to changing priorities and display good, sound judgment with a sense of humor.
- Must be motivated to learn and flexible to change.
- Computer literacy required; Windows 10 and/or Mac OSX

WORKING CONDITIONS

- Ability to sit for extended periods of times, utilizing a computer work station.
- Ability to read and interpret basic to complex data/information/guidelines/ procedures, etc. related to Continuing Education Administration, related data, records and information.
- Management has the right to revise this job description at any time, with or without notice.
- This job description does not list all the duties of the job.
- The job description is not a contract for employment.