

ROBINSON RANCHERIA CITIZENS BUSINESS COUNCIL
1545 E HWY 20
NICE CA 95464
PH 707-275-0527 * FAX 707-275-0235

Job Title:	Education Assistant	Department:	Education
FSLA Status:	Exempt	Location:	Education
Reports to:	Education Director	Part Time	
Salary Range	DOE	Updated:	9/24/2020

POSITION SUMMARY:

Under supervision of the Education Director, The Education Assistant will assist with secretarial needs, overseeing children in classroom, computer lab and gym activities and outside events, assist with preparation of meals. Education Assist will work with the youth on school work paper form and computer. Contribute to planning of programs and assisting with programs. Keep the center orderly and a safe environment; and perform related work as required.

Hours per week will be based on the center needs and funds available. Monday through Sunday schedule depending on the need of the facility.

KEY DUTIES AND RESPONSIBILITIES:

- Communicate and assisting with adults and children (special needs)
- Answering of phones in a polite business manner
- Assist with secretarial needs as directed
- Over see children in daily activities, classroom, gym time ect
- Assist with school work – distance learning and paper form work
- Assist in the preparation of meals
- Attends out of gym fieldtrips
- Responds to service requests, coordinates resources and implements the set up and take down of furniture and equipment for community events.
- Maintains inventory and submits written requests for supplies
- Directs the work of student assistants and short-term, non-continuing employees.
- Be in charge of facility when Education Director is out of the center.
- *Assist with all other duties assigned including fundraisers and special events (cooking, instructing, cleaning, creating activities and transporting)

Disclaimer

The list of requirements, duties, and responsibilities listed above is by no means a complete list. It is merely a general summary for the position described. Management reserves the right to revise or change this position description at any time.

2017 August

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Required Abilities and Skills:

- Minimum typing skills of 25-30 WPM
- Microsoft Office and office equipment
- Google Classroom
- Communication with children between the ages 6-17
- Must be punctual and functional to work on a daily basis
- Must be well organized and well kept (clean work attire in relation to the activity)

Education and Experience:

- Must have High School diploma or GED
- Work experience in an administration office
- Experience working with children

Conditions of Employment:

- Must submit to and pass Background and Drug Screening (employee will be subject to random screenings)
- Must possess a valid Driver's License
- 90 day probationary period

Native American Preference Applies: Preference given to qualified Native American's pursuant to the Indian Self-Determination and Education Act, public Law 93-638

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2017 August