

**NAME of Sponsor Site: Wa He Lut
 Indian School**
**STREET ADDRESS: 11110 Conine Ave
 SE**
CITY STATE ZIP: Olympia, WA 98513
Phone Number: 360-456-1311
Website: www.wahelut.bia.edu
**Contact Person: Harvey Whitford (360)
 456-1311 hwhitford@wahelut.bia.edu**
Tiffany Johnson (360) 271 2801 (cell)
Site Supervisor: Harvey Whitford

Vehicle Required:	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> no
Driver's License Required:	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> no
On bus route:	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> no
Minutes from downtown Olympia:	<u>10</u>	
Auto Insurance Required:	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> no

TITLE: Teacher Assistant

HOURS OF SERVICE: 8:00 a.m. to 4:30 p.m., M – F with some evening hours (for special school events).

JOB DESCRIPTION: Under the lead direction of the building Principal, the ACMs will provide educational mentoring, tutoring, and support services to assigned certificated teacher(s). They will work effectively with certified staff to provide high quality educational services to their assigned students. They will assist with the supervision, instruction, and student management of the pupils as directed by the assigned certificated staff, including support with recess and lunch room monitoring. They will participate in all staff development activities and parent and community involvement and service events.

SITE DESCRIPTION: The home of Wa He Lut Indian School, since 1974 has been on the banks of the Nisqually River. This idyllic; rural setting is in stark contrast to the I-5 linked urban centers of Olympia and Tacoma on either side of the Nisqually Delta. The Delta is also home to the Nisqually Wildlife Refuge, one of the finest bird sanctuaries in North America. The Delta is also the historic site where “The Treaty of Medicine Creek” was signed in 1854. It is the site of the fishing rights struggle that resulted in the Boldt decision of 1974. The beauty and peacefulness of the Delta landscape and the historic importance of events surrounding the school has in large measure shaped the ideals, goals, and atmosphere of Wa He Lut. It is a place where Native American values are respected and nurtured.

The 120 students that attend Wa He Lut represent at least 30 different Indian tribes from all over the country. The attendance area is bounded by Shelton to the North, Chehalis to the South, Elma to the West, and Yelm to the East. The families and students that choose Wa He Lut are demonstrating their commitment to the vision of the school. Both students and parents want to participate in the unique experience of belonging to a school where there are both high academic expectations and where their Native Culture is cherished and protected.

Wa He Lut is part of the Bureau of Indian Affairs Office of Indian Education Programs. It is a grant school under Public Law 100-297. As a grant school, Wa He Lut must meet all the requirements of The United States department of Education in regards to the “Elementary and Secondary Education Act” and “No Child Left Behind” legislation. The Office of Indian Education Programs has mandated that all grant schools meet the requirements of the states they

are in, so Wa He Lut must conform to all the standards and responsibilities enacted by Washington State.

The program at Wa He Lut is subject to periodic program monitoring through the Office of Indian Education Program's "Division of Performance and Accountability". Wa He Lut is fully accredited by "Northwest Association of Accredited Schools". Wa He Lut has an intergovernmental agreement with North Thurston Public Schools and participates in their professional development opportunities..

Each classroom is staffed with a highly qualified; certified teacher. Our 2 qualified teacher assistants have bachelor's degrees as well. There is a Special Education teacher, a parent liaison group, a librarian, a certified school counselor, a gifted Native Culture program with a certified culture teacher (dance, drum, and language), and an active counseling and life-skills program. Wa He Lut also uses the services of a speech therapist, a psychologist, and other support services when indicated. There is an active program of extended curriculum activities, field trips, and performance groups.

MAJOR RESPONSIBILITIES AND RELATED TASKS

1. Provide instructional services to students individually or in small groups as assigned by the classroom certificated teacher(s).
2. Assist classroom teacher(s) with the planning of special activities, lesson planning and preparation.
3. Accompany students on approved field trips as assigned.
4. Collaborate with the Native American Culture Staff to assist with providing culturally related activities for the enhancement of the students self-concept.
5. Assist teacher(s) with classroom management in the area of discipline, to include the development and maintenance of positive student behavior.
6. Assist with the supervision of students during building activities such as circle, assemblies, lunch, recess and other special programs.
7. Maintain positive parent / guardian contacts.
8. Assist with the collection and maintenance of student attendance records.
9. Participate in building staff meetings, professional development in-services, parent / guardian meetings, and committee meetings as appropriate.
10. Maintain effective communication with classroom teachers and administrators.
11. Maintain professional conduct when working with students, staff, and parents.
12. Maintain regular attendance and punctuality as published in the school personnel policies.
13. Perform all other appropriate duties as assigned by the classroom teacher(s) or administrators.

The essential functions listed above are not exhaustive and may be supplemented as necessary.

REQUIRED QUALIFICATIONS:

- Ability to implement written and/or verbal instructions.
- Ability to work effectively with Native American students and serve as a positive role model.
- Ability to organize facts and present them in a clear, concise and logical manner both orally and in written form.

- Ability to establish and maintain effective work relationships.
- Ability to demonstrate and maintain confidentiality.
- Ability to work independently and exercise sound judgment.
- Some college preferred with a focus in education or related field or has an interest in pursuing a career in education.
- Able to follow the policy of the agency related to being a drug and alcohol free zone.