



CHITIMACHA TRIBE OF LOUISIANA

TITLE OF POSITION: CLASSROOM ASSISTANT

DEPARTMENT: CHITIMACHA TRIBAL SCHOOL

JOB SUMMARY: Assists the classroom teacher with educational support and care of students in a designated class. Ensures the needs of the students are met by developing and maintaining a positive relationship with the students and staff.

EDUCATION AND/OR EXPERIENCE: A high school diploma or GED AND Pass the PRAXIS Paraprofessional Assessment prior to commencement of employment OR possess an Associate's Degree in Child Development or a closely related field. Preferably two (2) years of experience in working with children in either the school or childcare setting.

ADDITIONAL REQUIREMENTS:

- Must be able to successfully pass a background screening/investigation.
- Subject to pre-employment and random drug screen.
- Valid driver's license is required when driving vehicles for work-related purposes.
- Ability to achieve and maintain certification in First Aid and CPR (child and adult) within six (6) months of employment.

BENEFITS: Medical Insurance (Federal Program), Dental / Vision Insurance, Critical Illness Insurance, 401(k) Employer Match, Paid Time Off (PTO), Employee Discounts, Employer Paid Life Insurance, Short Term / Long Term Disability and Life Insurance.

HOW TO APPLY: View our website, www.chitimacha.gov, or visit the Human Resources Department at 230 Chitimacha Loop, Charenton, Louisiana. Applications are accepted: Monday–Thursday 7:30 a.m. – 5:00 p.m. and Friday 7:30 a.m. 11:30 a.m.

CLOSING DATE: THIS POSITION WILL REMAIN OPEN UNTIL FILLED.

PREFERENCE WILL BE GIVEN TO QUALIFIED NATIVE AMERICANS PURSUANT TO PUBLIC LAW 93-638 AND THE INDIAN SELF-DETERMINATION AND EDUCATION ASSISTANCE ACT AND THE INDIAN CIVIL RIGHTS ACT 25 U.S.C. 450e(B).