



Comanche Academy
Pre-K, K, and 1st Grade Job Description
EDUCATIONAL ASSISTANT

SCHOOL SUMMARY

The Comanche Academy (CA) is a free, public charter school within Comanche County that **integrates culture, wellness, language, community, family, and preparation for college** into each child's education. Our philosophy is grounded in both Comanche Nation and Native/Indigenous traditions and a rigorous, modern approach to academics through dual-language instruction. We require excellence from our students, dedication from our teachers, and commitment from our parents.

Employment at CA is an amazing opportunity for educators who want to make a difference in an innovative setting. CA Elementary will be the first of its kind in Lawton that ensures our students are secure in their cultural identity, academically prepared, and healthy. Working at CA means becoming part of a larger community and moving beyond the traditional field of education in a diverse and welcoming setting. Our school aims to develop students who not only excel academically, but who have the opportunity to integrate the school's core values.

CA will serve students in grades Pre-K-1st grade in its inaugural year starting in the fall of 2021. Next year, we will add one grade-level every year until CA is a full K-12 school. CA's student body is diverse with many cultural and ethnic backgrounds represented, including students from the 39 sovereign Nations in Oklahoma. Students of all backgrounds are welcome at CA.

POSITION SUMMARY for EDUCATIONAL ASSISTANT

We seek Pre-K, K, and 1st grade Educational Assistants who want to become founding school team members; those who are excited to foster and facilitate the intellectual and social development of the children through the concept of Comanche-Centered Education. Educational Assistants will support the planning, implementation, and engagement of culturally responsive teaching and learning and are expected to nurture children with patience and creativity using Little Ponies Theory and Comanche-Centered Effective Teaching Profile.

Duties and Responsibilities:

- Works with individual students and small groups in the classroom to reinforce materials introduced by the teacher
- Reinforce concepts and lessons with student individually, answering questions and providing feedback to students
- Ensure students are on-task and supervised at all times
- Collects, prepares, and arranges classroom materials
- Assists teacher in providing direct instruction to students and leading hands-on learning experiences
- Support documentation of classroom or school data such as attendance, grades, or class summaries
- Maintains school supplies and classroom equipment as needed
- Helps with the integration of technology into the classroom, for example, helping set up computers and projectors
- Monitors student activities in classrooms, school grounds, hallways, lunchrooms, playground, field trips, vehicle drop offs/loading areas, as well as supports non-instructional classroom routines such as monitoring snacks, restrooms, etc.
- Escorts students to other locations on/off campus with the approval of classroom teachers
- Helps manage student behavior in the classroom by utilizing approved disciplinary procedures
- Interacts effectively with students, staff, parents, and the overall school community
- Complies with state-approved Code of Ethics for educators and upholds and enforces rules, administrative directives and regulations, school board policies, and local, state, and federal regulations

- Articulates and facilitates the implementation of the mission and core values of CA
- Safeguards confidentiality of privileged information such as HIPAA guidelines
- Shares the responsibility for the supervision and care of inventory, proper, and safe use of facilities, equipment, and supplies, and reports safety hazards promptly
- Maintains professional competence through individual and staff training, in-service educational activities, and self-selected professional growth activities
- Performs other tasks related to area of responsibilities as requested or assigned by an immediate supervisor

Comanche Academy Mission Excerpt:

Comanche Academy is a place-based elementary school where the Comanche (Numunu) culture, language, and history are the foundation of an experiential curriculum...Overall, Comanche Academy strives to provide a culturally-sustaining and academically-rigorous education for all students. Our holistic model is student-centered; participant action research based; and rooted in the water, and, culture, language, and community.

Supervision Received:

All educational assistants will be under the direct supervision of the Director of Academic Programs and School Leader.

Certificate and Licenses (minimum qualifications)

- All candidates must have a High School Diploma or equivalent with experience or training in early childhood development
- Associates degree or two years of college
- Must be at least 18 years of age
- Must satisfactorily pass the OSDE background check process
- Hold a valid driver license

Preferred Qualifications:

- Licensure based on OSDE regulations
- Bachelor's degree in Early Childhood Education
- Bilingual (Comanche and English)

Salary: Minimum starting wage is \$12.00/hr.

Commitment to Diversity:

CA seeks individuals of all ethnic and racial backgrounds to apply for this position, particularly those with a demonstrable and deep commitment to Native/Indigenous communities and students. We are committed to maximizing the diversity of our school, as we want to engage all those who can contribute to this effort.

Contact Information:

For more information, please contact the School Leader, Starla Bilyeu at sbilyeu@comancheacademy.com or (580) 699-3347. To apply, please send your resume and a letter of interest to Starla Bilyeu.