

# Lummi Nation School

Educational Excellence for the Future



2334 Lummi View Drive / Bellingham, WA 98226

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## JOB ANNOUNCEMENT

JOB TITLE: On-Call K-12 Para Professional

OPEN: October 24, 2018

EXEMPT: No

SALARY GRADE: (5) \$14.35 - \$16.07

SHIFT: Day

LOCATION: Lummi Nation School

DURATION: Regular Full Time

(School Year 2018-2019)

CLOSE: December 7, 2018

JOB CODE:

DIVISION: Education

DEPARTMENT: Lummi Nation School

SUPERVISOR: K-12 Vice Principal

VACANCIES: 3 - 5 (Multiple)

**JOB SUMMARY:** As needed, to fill in for absent staff members- assist the principals and teachers in keeping a safe and drug free environment for all students and staff. Also assist the teachers, reading coach and math coach in achieving teaching objectives by working with individual students or small groups to help them achieve the skill levels of the class as a whole.

### ESSENTIAL JOB DUTIES AND RESPONSIBILITIES --

- ❖ Maintain high professionalism in regards to student confidentiality.
- ❖ Assist principals, teachers in keeping close control and monitoring of students on campus.
- ❖ Manning the front desk, keeping out drugs and alcohol.
- ❖ Monitor grounds, halls, gym, cafeteria, and classroom.
- ❖ Escorting students around campus when needed.
- ❖ Supervise students while they work infraction offences off.
- ❖ Assist In-School opportunity when needed.
  - Set and maintain firm limits (boundaries) for student behavior.
  - Monitor and evaluate student behavior in the in-school opportunity classroom.
  - Maintain student isolation from other outside influences during in-school opportunity
- ❖ Distribute educational materials as instructed by teachers.
- ❖ Maintain the same high level of ethical behavior and confidentiality of information about students as is expected of a fully licensed teacher. (on-going)
- ❖ Administers, scores, and records such achievement and diagnostic test as the teacher recommends for individual students.
- ❖ Works with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher.
- ❖ Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips.
- ❖ Reads to students, listens to students read, and participates in other forms of oral communication with students.
- ❖ Checks notebooks, corrects papers, and supervises testing and make up work, as assigned by the teacher.
- ❖ Checks and records student attendance.
- ❖ Assists with bus duty, lunch, snack and clean-up routines.

- ❖ Serves as the chief source of information and to help any substitute teacher assigned in the absence of the regular teacher.
- ❖ Maintains the same high level of ethical behavior and CONFIDENTIALITY of information about students as is expected of fully licensed teachers.
- ❖ Participates and attends all in-service training programs
- ❖ Participates and attends all staff meetings
- ❖ Maintains contact/service logs
- ❖ Must be at assigned work stations at designated times
- ❖ Experience or willingness to learn how to engage students in learning process.
- ❖ Rides the bus and helps bus driver monitor behaviors

#### KNOWLEDGE, ABILITIES AND SKILLS:

- ❖ Must have excellent interpersonal skills.
- ❖ Must be able to safely lift a minimum of 40 pounds.
- ❖ Ability to work safely, independently and with good judgment
- ❖ Ability to work in a fast paced work/ school environment, with complete mobility.
- ❖ Interpret and apply rules and regulations.
- ❖ Previous work experience with school students and teachers preferred.
- ❖ Must follow LIBC rules of conduct that will protect the interests and safety of all employees
- ❖ Demonstrated ability to work with Native American students, preferred.
- ❖ Ability to maintain confidentiality of school records and information.
- ❖ Ability to work as a team member in a small high-risk school.
- ❖ Must keep accurate and complete records for reporting purposes.
- ❖ Ability and willingness to upgrade skills to maintain the highest level of efficiency and high quality work.
- ❖ Must have ability to multi-task in a fast pace working environment.

#### MINIMUM REQUIREMENTS:

1. Must have a High School Diploma or GED AND completed at least 2 years of study at an institution of higher education obtained an associate's (or higher) degree; or have successfully completed the Para-Educator Praxis Test.
2. Lummi / Native American/Veteran preference policy applies.
3. Must be able to adhere to strict attendance expectations of the Lummi Nation School.

#### REQUIRED:

1. This position requires regular contact with or control over Indian children and is therefore subject to successful and extensive criminal background check, CAMIS background check, with Washington State Patrol and Federal Bureau of investigation Fingerprint Clearance.
2. Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
3. Proof of U.S. Citizenship.

#### TERMS OF EMPLOYMENT:

- All elements of this job description apply.
- Academic School Year (10 month employee- as needed).

#### EVALUATION

- o Performance of this job will be evaluated in accordance with provisions of the LIBC Policies and Procedures and the Lummi Nation School Board on Evaluation of Professional Personnel.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <http://Innr.lummi-nsn.gov/LummiWebsite/Website.php?PageID=376> or request by e-mail [libchr@lummi-nsn.gov](mailto:libchr@lummi-nsn.gov) For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991