



*'Working together as one to Preserve, Promote and Protect our Sche Lang en'*

## **JOB ANNOUNCEMENT**

**JOB TITLE:** One on One Para Professional  
Kindergarten – 12<sup>th</sup> Grade  
Special Ed (SpEd)

**OPEN:** January 16, 2019

**EXEMPT:** No

**SALARY:** \$14.50 to \$16.07 per hour DOE

**SHIFT:** Day

**LOCATION:** Lummi Nation School

**DURATION:** 10 Month/School Year -FT

**CLOSES:** January 28, 2019

**JOB CODE:**

**DIVISION:** Education

**DEPARTMENT:** SpEd

**SUPERVISOR:** SpEd Director

**VACANCIES:** 1

**JOB SUMMARY:** Under the supervision of the special education teacher, provide instruction and academic support for students. Assignment is an individual student(s) with high needs and may also be small groups of students as assigned by your special education teacher. Keep and prepare clear, concise documentation regarding student progress. Communicate/collaborate with related service providers, special education teacher, general education teacher.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES** include the following, and other related duties as assigned.

1. Assist, as directed by special or general education teachers, in the special education or general education classroom with students receiving special education services.
2. Carry out individual instructional activities designed by the special education teacher to implement academic and other curriculum including motivational support and reinforcement of student efforts and achievements.
3. Carry out small group instructional activities as designed and assigned by the special education or general education teachers.
4. Maintain active supervision of assigned students in the resource room, general education classroom and/or in specialized times and settings.
5. Complete clerical tasks as assigned.
6. Maintain daily contact logs.
7. Monitor and record/log all assigned student (s) progress.
8. Communicate with and update special education teacher as needed, about student behavior incidents or information relative to student performance.
9. Meet with assigned special education teacher daily.
10. Attend professional development activities/classes as assigned.
11. Attend school and special education staff meetings.
12. Follow through on assigned schedule.
13. Work as a flexible, cooperative and reliable team member.
14. Maintain confidentiality.
15. Establish and maintain effective working relationships with all staff.
16. Maintain a professional relationship with students, parents and guardians.
17. Actively promote the mission of the Lummi Nation School by engaging in positive communication about staff and students in the school and community.

18. Experience or willingness to learn how to engage students in learning process.
19. Ride the bus and helps bus driver monitor behaviors.

#### **MINIMUM QUALIFICATIONS:**

- High School Diploma or GED **AND** AA Degree or Higher
- **OR** Successful completion of Para-Educator Praxis Test.
- 1 year experience working in an educational setting.
- 1 year experience working with high needs children in an educational setting.
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

#### **KNOWLEDGE, ABILITIES AND SKILLS:**

- Previous work experience with school students and teachers.
- Ability to follow LIBC rules of conduct that will protect the interests and safety of all employees
- Ability to work with Native American students, preferred.
- Experience working with children with special needs 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.
- Ability to multi-task in a fast pace working environment.
- Ability to work independently.
- Knowledge and experience with computer operation and a variety of office and system software including student database, word processing, spreadsheet, and various applications pertinent to the educational system function
- Ability to assist with instruction and supervision of students under the direction of certificated staff member.
- Positive interpersonal communication skills.

#### **REQUIREMENTS:**

- 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.
- This position requires regular contact with or Control over Indian Children and is therefore subject to an extensive Criminal Background Check and CAMIS Check with Washington State Patrol and Federal Bureau of investigation Fingerprint Clearance.
- Proof of U.S. Citizenship.
- Have or willing to obtain first aid certificate and CPR certificate
- Must be able to adhere to strict attendance expectations of the Lummi Nation School.

#### **TERMS OF EMPLOYMENT:**

- All elements of this job description apply.
- Academic School Year (10 month employee).
- Salary depends on qualifications.

#### **TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) application go to: <http://lnnr.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.