

Lummi Nation School

Educational Excellence for the Future



2334 Lummi View Drive / Bellingham, WA 98226

Ph. (360) 758-4300 Fax: (360) 758-3152

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

JOB ANNOUNCEMENT

JOB TITLE: Lead General Education Para Supervisor

OPEN: October 27, 2023

EXEMPT: No

SALARY: Education LNS Salary Scale

SHIFT: Day

LOCATION: Lummi Nation School

DURATION: SY – 12 Month Teacher Contract

CLOSES: November 6, 2023

JOB CODE:

DIVISION: Education

DEPARTMENT: Lummi Nation School

SUPERVISOR: K-12 Principal

VACANCIES: 1

JOB SUMMARY: Under the supervision of the principal special education director, and in collaboration with the special education para supervisor will write, create, and provide instruction and training for paraprofessionals on general duties, recess/lunch duties, trainings, identifying behaviors, collecting data, working with students, student engagement and classroom support. Will create the schedules of all general education Paras.

Provide instruction, academic and behavior support for teachers. Assignment may be an individual student(s) with high needs and may also be small groups of students as assigned by your teacher. Will also be responsible for preparing clear, concise documentation regarding student progress. Communicate/collaborate with related service providers, special education teacher and the general education teacher.

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

1. Create for each paraprofessional an individual daily schedule to ensure teacher/para/student relationship success within the classroom setting.
2. Write, create, and teach paraprofessional trainings to be held on each professional development half day to ensure on going professional growth in their position.
3. Write, create, and teach paraprofessional trainings on Applied Behavioral Analysis (ABA) to be held on each professional development half day.
4. Write, create, and teach paraprofessional training on working with Autistic students.
5. Train paraprofessionals in playground duties, safety, and basic playground first aid.
6. Track absent paraprofessionals daily and ensure classroom coverage.
7. Collect and track data collected by paras on student behaviors to create intervention plans.
8. Work closely with the principal, vice principal, and Special Education department head analyzing data on student behavior and identifying students in need.
9. Write, create, and teach paraprofessionals on strategies for strong, respectful working relationships with their teachers, students, parents, and guardians.
10. Carry out individual instructional activities designed by the general education teacher to implement academic and other curriculum including support and reinforcement for teachers and paraprofessionals in working with difficult students.

11. Carry out small group instructional activities as designed and assigned by the special education or general education teachers.
12. Teach intervention strategies to identify students and how to apply those strategies in various settings.
13. Maintain active supervision of assigned students in the resource room, general education classroom and/or in specialized times and settings.
14. Complete clerical tasks as assigned.
15. Monitor and record/log all assigned student (s) progress.
16. Communicate and update special education teacher as needed, about student behavior incidents or information relative to student performance.
17. Meet with assigned special education teacher daily.
18. Attend professional development activities/classes as assigned.
19. Attending all staff and other meetings related tom this position.
20. Work as a flexible, cooperative, and reliable team member.
21. Maintain confidentiality.
22. Actively promote the mission of Lummi Nation School by engaging in positive communication about staff and students in the school and community.
23. Experience or willingness to learn how to engage the students in the learning process.
24. Observe and provide feedback to teachers using effective intervention strategies.

MINIMUM QUALIFICATIONS:

- 3 years' experience working with Gen Ed and/or special education students in a classroom setting.
- AA degree or passing score of the ETS Praxis test.
- Master Teacher Program.
- BER (Bureau of Education & Research) Train-The-Trainer: Best Strategies to help your Struggling Reader. *Preferred*
- BER (Bureau of Education & Research) Train-The-Trainer: Best Strategies to help students who struggle in math. *Preferred*
- BER (Bureau of Education & Research) Train-The-Trainer: Maximizing the effectiveness of paraprofessional or willing to obtain.
- Right Response Restraint Training or willingness to renew or obtain.
- PESI HEALTHCARE: Autism meltdowns in Children and Adolescents. *Preferred*
- Must have or willing to obtain a valid First aid / CPR card.
- Must possess a valid Washington State Drivers' license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Ability to follow LIBC rules of conduct that will protect the interests and safety of all employees.
- Ability to work with Native American students.
- Ability to work with Emotional/Behavioral Disturbed.
- 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 quality of work.
- Ability to work independently.
- Ability to work in a fast-paced work environment.

- Knowledge and experience with computer operation and a variety of office and system software including student database, word, spreadsheets, and various applications pertaining to the education system function.
- Ability to assist with instruction and supervision of students under the direction of a certified 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.
- Certificated in the SCANs Process - Suspected Child Abuse and Neglect Training required.
- Proof of U.S. Citizenship
- Have or willing to obtain first aid certification and CPR training.
- Must be fully vaccinated for COVID-19 including two (2) doses of a 2-dose series, or one (1) dose of a 1-dose series, plus 14 days beyond the final dose prior to the start date

TERMS OF EMPLOYMENT:

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

EVALUATION

- Performance of this job will be evaluated in accordance with provisions of policy on Evaluation of Professional Personnel.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail 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.