



WHITE EARTH RESERVATION

CHAIR Terrence "Terry" Tibbetts **SECRETARY-TREASURER** Leonard Alan Roy
DISTRICT I Raymond Auginaush, Sr. **DISTRICT II** Kathy Goodwin **DISTRICT III** Eugene "Umsy" Tibbetts

White Earth Reservation Tribal Council JOB ANNOUNCEMENT

Title: ECSE Asst. Teacher /Paraprofessional

Open: 10-08-18

Location: Pine Point

Close: 10-19-18

Pay: \$14.33/hr.

Benefits: Full

Status: Full Time-Summers off

The White Earth Reservation Tribal Council is seeking a qualified candidate to assist and responsible for helping the lead teacher in instructing preschool children in activities designed to promote social, physical, emotional and intellectual growth needed for entering primary school.

Position Outcomes:

- Help the lead teacher to meet the needs of diagnosed children in the classroom and on educational field trips.
- Complete paperwork and prepare information in accordance with department guidelines.
- Develop and provide individualized lessons and assistance to support overall learning.
- Help maintain individual education plans in accordance with department service plans and federal and state regulations.
- Research and consult with lead teacher information on children's disabilities.

Knowledge, Skills and Abilities:

- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- Knowledge of selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Knowledge of time management to meet programmatic deadlines.
- Knowledge and ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., Patterns of numbers, letters, words, pictures, mathematical operations).
- Knowledge and ability to tell when something is wrong or is going wrong and taking appropriate action.
- Knowledge of talking to convey information effectively to groups or one-on-one with staff, communicating effectively in writing through routine reports, correspondence, and procedure manuals.
- Knowledge and ability to combine and analyze pieces of information to assist staff in learning and problem solving.
- Knowledge and ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.

Qualifications:

- High School Diploma or GED and Para Professional Certification or Associates degree in early childhood or related field.
- Valid MN Driver's License and insurance.
- Must be able to pass a criminal background check and drug screening.

Mail Applications to:
White Earth Tribal Council
Attention: Personnel
P.O. Box 418
White Earth, MN 56591

Download applications at: www.whiteearth.com

*EEO with Native Preference
A Drug Free Workplace - Tests for alcohol and illegal drug use may be required prior to and during employment
Background Checks performed*