



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

Position: Para Professional

Open: 10-08-18

Location: Circle of Life Academy

Close: 10-19-18

Pay: \$14.33/hr.

Benefits: Full

Status: Full Time

The White Earth Reservation Tribal Council is currently seeking a qualified applicant who is responsible for assisting teachers in the classroom with routine teaching duties to ensure students' educational needs are met at the Circle of Life Academy School. (COLA)

- Assist licensed staff in the delivery of comprehensive education services to students.
- Assist with the supervision of students in the classroom, halls, cafeteria, school playground and gymnasium, or on field trips.
- Distribute teaching materials such as textbooks, workbooks, papers, and pencils to students.
- Distribute and collect tests and homework assignments as directed by the lead teacher.
- Enforce school rules and policies governing student supervision and behaviors.
- Confer with lead teacher on student progress and assigned duties.
- Comply with reporting standards regarding child abuse or neglect as a mandated reporter for the safety of children.
- Performs other duties and responsibilities as required or assigned.

Knowledge, Skills and Abilities:

- Knowledge of basic principles and methods of teaching and instruction of individuals and small groups.
- Knowledge of basic human behavior and performance.
- Knowledge of and the ability to follow and apply the policies and procedures of the White Earth Tribal Council and the Circle of Life Academy.
- Knowledge of the White Earth Reservation demographics, history, culture and lifestyles.
- Knowledge of Circle of Life Academy School rules, regulations and policies.
- Skill at communicating with students, staff, and parents.
- Ability to adhere to an assigned schedule.
- Ability to maintain confidentiality.
- Skill at computer use.

Qualifications Required:

- Associate of Arts degree in education OR High School Diploma or GED and the ability to pass the MN State paraprofessional Praxis test within three (3) months of employment.
- Ability to earn Behavior Mental Health Assistant certification within three months of employment.
- Valid Driver's License and insurance for travel between sites and other related businesses.
- 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*