



WHITE EARTH RESERVATION

CHAIRMAN Michael Fairbanks **SECRETARY-TREASURER** Michael LaRoque
DISTRICT I Henry Fox **DISTRICT II** Eugene Sommers **DISTRICT III** Laura Erickson

JOB ANNOUNCEMENT

Title: Early Childhood Special Education Paraprofessional

Location: Various Head Start Sites

Pay: \$20.37/hr.

Benefits: Full

Open: 08-19-24

Close: Until Filled

Status: Full Time

The White Earth Reservation Business Committee is seeking a qualified candidate to assist and responsible for supporting assigned children with special needs as per the child(ren)'s individual Education Plan (IEP) in the preschool learning environment with appropriate modifications; following the Head Start lead teacher in instructing the preschool child(ren)'s in activities designed to promote social, physical, emotional, and intellectual growth needed for entering primary school.

Position Outcomes:

- Following the child(ren)'s specialized Individual Education Plan (IEP), assist the lead teacher to meet the needs of diagnosed children in the classroom, playground, and on educational field trips.
- Prepare and complete Early Childhood Special Education (ECSE) paperwork and information in accordance with department guidelines.
- Develop and provide individualized lessons and assistance to support overall learning.

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 giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- 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 Paraprofessional Certification and the ability to receive within ninety (90) days upon hire.
- CDA or Associates degree in Early Childhood or related field preferred.
- Valid MN Driver's License and insurance.
- Must be able to pass a criminal background check and drug screening.

Mail Applications to:
White Earth Reservation Business Committee
Attention: Human Resources
P.O. Box 418
White Earth, MN 56591
Download applications at: www.whiteearth.com