



# Confederated Tribes of the Colville Reservation

Human Resources Office P.O. Box 150 Nespelem, WA 99155  
(800) 506-9434 (509) 634-2842 Fax (509) 634-2864 [www.colvilletribes.com](http://www.colvilletribes.com)

**POSITION:** Paraeducator  
**SALARY:** \$12.73  
**REPORTS TO:** Principal  
**LOCATION:** Pascal Sherman Indian School; Omak, Washington

**BASIC FUNCTIONS:** This position is Non-Exempt. Under the supervision of an administrator and general direction of a classroom teacher, assists the teacher in the education of students including management of student behavior; recordkeeping; instructional assistance; classroom safety, security and organization; and interaction and communication with students, support staff, parents/guardians, and agencies

## MINIMUM QUALIFICATIONS:

### Education and Training:

- Typically requires an Associate's Degree in Education, **OR** successful Praxis Test, **OR** minimum of 32 semester or 48 quarter credits and working on a working on an Educational Plan within timeline. Transcripts Required.

### Knowledge, Skills, and Abilities:

- Knowledge and experience working with Native American Children and Native Culture.
- Knowledge and experience working with at-risk/high-risk and/or children preferred.
- Required knowledge of basic reading, writing, and math; basic clerical and record keeping procedures.
- Required knowledge and experience in recognizing that children have individual rates of development as well as individual interests, temperament's, languages, cultural backgrounds and learning styles.
- Ability to identify the general needs of students with behavior and emotional disabilities.
- Ability to work without immediate supervision in direct one-on-one and small group instruction; work in a team environment; carry out behavior management and conduct academic testing.
- Ability to work with interruptions and respond quickly in emergency situations.
- Ability to successfully clear a Criminal Background Check to include Federal, State and Tribal; maintaining throughout the duration of employment.
- Ability to possess and maintain a valid State Driver's License and be eligible for the Tribes' Vehicle Insurance.
- Ability to obtain a First Aid/CPR card within 30 working days.
- Ability to adhere to strict confidentiality.

**NOTE: Safety Sensitive position. Pursuant to Tribal Policy, this position is subject to pre-employment, reasonable suspicion and post-accident drug testing.**

**TRIBAL MEMBER AND INDIAN PREFERENCE WILL APPLY; PREFERENCE WILL ALSO BE GIVEN TO HONORABLY DISCHARGED VETERANS WHO ARE MINIMALLY QUALIFIED WITHIN EACH INDIAN PREFERENCE CODE.**

**NEW:** Effective May 12, 2014: All notifications from the Human Resources will be sent by E-mail, please make sure your e-mail address is entered on your application.

**CLOSING DATE:** This position is open till filled. Applications and supporting documents **MUST** be received in the Human Resources Office.

**INFORMATION:** Confederated Tribes of the Colville Reservation  
Human Resources Office  
P. O. Box 150  
Nespelem, WA 99155  
(509) 634-2842  
[judy.zunie@colvilletribes.com](mailto:judy.zunie@colvilletribes.com)

**Must possess and maintain a valid Washington State driver's license and be eligible for the Tribes' Vehicle Insurance. In addition, this position may be subject to pre-employment background clearances. If applicable, these clearances must be maintained throughout employment.**

**J-PSIS**

**HRST**