



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

POSITION: Special Education Para Educator
SALARY: \$12.78 per hour
REPORTS TO: Special Education Director
LOCATION: Pascal Sherman Indian School; Omak, Washington

BASIC FUNCTIONS: This position is Non Exempt. This position is responsible for assisting students with special needs under the direction of a certified teacher. Paraprofessionals generally work in an inclusionary setting (i.e. least restrictive environment). The special education paraprofessional assists the teacher in general daily classroom activities, help special needs students, and cares for their physical, emotional health and safety, affirming their abilities, and striving to promote dignity in all relationships.

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 children preferred.
- Required knowledge of working with students who may be aggressive or disruptive in class 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: **Open Until Filled.** This position is open till filled. Applications and supporting documents **MUST** be received in the Human Resources Office: **Second Review, June 14, 2019.**

INFORMATION: Confederated Tribes of the Colville Reservation
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lawrence.harry.hrs@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.

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