

PASCHAL SHERMAN INDIAN SCHOOL
169 North End Omak Lake Road
Omak, Washington 98841
(509) 422-7590
Fax: (509) 422-7539

JOB ANNOUNCEMENT

POSITION: (2) Para Educators

SALARY: \$12.73

LOCATION: Paschal Sherman Indian School

REQUIREMENTS: Associate's Degree is preferred or minimum of 32 semester or 48 quarter credits and working on a working on a Educational Plan within a timeline. Experience working with and supervising Native American children. Pass Washington State Patrol, Federal Bureau of Investigation and Colville Tribes Criminal History Background Checks. Have valid Washington State Driver's License and eligible for Tribal Vehicle Insurance. Obtain First Aid/ CPR card within 30 working days. Knowledge of or in the pursuit of basic methods, used in instruction and handling of student behavior. Experience in record keeping and reporting preferred. Experience in recognizing that children have individual rates of development as well as individual interests, temperament's, languages, cultural backgrounds and learning styles.

CLOSING DATE: November 24, 2017

Job applications are available at the Administration Office or School Web-Site: (<http://www.psischiefs.org>) under employment tab.

APPLICATIONS: Paschal Sherman Indian School
169 North End Omak Lake Road
Omak, Washington 98841
PHONE: (509) 422-7582
FAX: (509) 422-7539

**PASCHAL SHERMAN INDIAN SCHOOL
JOB DESCRIPTION**

PARA-EDUCATOR

1. **TITLE OF POSITION:** Para-Educator

2. **QUALIFICATIONS:**
 - A. Associate's Degree is preferred or must be working on a Education Plan within a timeline, or successfully passed PAXIS Test, have a Minimum of 32 Semester Credits or 48 Quarter Credits.
 - B. Experience working with and supervising Native American children.
 - C. Ability to understand and apply rules, procedures, and policies.
 - D. Knowledge of or in the pursuit of basic methods, used instruction and Handling of student behavior.
 - E. Obtain First Aid/CPR Card within 30 working days.
 - F. Pass Washington State Patrol, Federal Bureau of Investigation and Colville Tribe criminal history background checks.
 - G. Submit to post-accident and reasonable suspicion drug testing.
 - H. Valid Washington State Driver's license.
 - I. Must maintain strict confidentiality.
 - J. Ability to establish and maintain effective working relationships with Supervisors and subordinates.
 - K. Experience in recognizing that children have individual rates of Development as well as individual interests, temperaments, languages, Cultural backgrounds and learning styles.
 - L. Experience in record keeping and reporting preferred.
 - M. Knowledge of reservation life styles.
 - N. Must abstain from any abuse of alcohol and/or drugs during employment.
 - O. Sign P.S.I.S. Program Confidentiality Oath Form.

3. **SUPERVISOR:** Classroom Teacher

4. **SUPERVISES:** None

5. **JOB GOAL:**

Under the immediate supervision from the classroom teacher, the para-educator will assist with individualized and group instruction of students in reading, math, or other instructional areas. Work must be performed accurately and usually requires that the incumbents become familiar with the daily classroom routine and terminology, judgment is limited to clearly defined work procedures and priorities. Para-educators do not provide direct instruction to students.

6. **DUTIES AND RESPONSIBILITIES:**

Assist with the supervision of children at all times under the direction of the teacher. Assist in the recruitment and enrollment process. Participates in meetings, training, college classes and technical assistance opportunities, when designated and authorized. Work with parents of enrolled children encouraging their participation, including conducting home visits and parent/teacher conferences. Assist other center staff in maintaining a safe/health environment.

7. **TERMS OF EMPLOYMENT:**

8. **EVALUATION:**

Once per year, except new staff shall be evaluated within 90 calendar days after commencement of employment and again in March. Evaluations will be completed no later than March 30.

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____