

# NORTHERN CHEYENNE TRIBAL SCHOOL JOB ADVERTISEMENT

**POSITION:** Special Education Paraprofessional (8)

**WORKSTATION:** HS/Elementary

**SUPERVISOR:** Special Education Coordinator

**OPENING DATE:** April 20, 2018 **CLOSING DATE:** Open Until Filled

**HOW TO APPLY:** Submit completed NCTS application, current resume, and three (3) letters of recommendation (dated within one year) to Northern Cheyenne Tribal School Human Resource, Box 150 Busby Mt. 59016.

## **DEFINITION**

Under general supervision, to assist in conducting intensified learning experiences for special education students in assigned areas of study. To perform a variety of clerical and supportive tasks for instructional personnel and to perform related work as required.

## **DISTINGUISHING CHARACTERISTICS**

Positions in this class are distinguished by the assignment of duties in the area of working with students in the Instructional Program. Incumbents assist teachers and specialists in the learning, communicative, physically, or severely handicapped programs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Observes and records behavior patterns and develops appropriate techniques to reinforce acceptable behavior. One on one interaction with student.
- Assists instructional personnel with the development and presentation of learning materials and instructional exercise.
- Instructs students individually or in small groups to reinforce and follow-up learning activity.
- Oversees and supervises students during classroom activities, at lunch and recess, on field trips, and during community-based instruction.
- Assists in the development of a variety of instructional materials.
- Maintains student records, attendance and files.
- Operates a variety of Instructional media, office machines and equipment.
- Maintains discipline and continues with instructional program in the absence of the teacher.

- Modifies materials and implements instructional and behavior management strategies for special education students in a mainstream setting.
- Assists in responsibility for procedures related to physical and medical need (seizures, suctioning, etc.).
- Assists students as needed in learning self-care techniques, including toilet training, bathing and personal cleanliness; assist in diapering, toilet training, feeding and other self help skills as needed.
- Performs a variety of regular clerical duties, such as filing, typing, word processing, or duplicating materials.

## **QUALIFICATIONS GUIDE**

### **Knowledge of :**

- First Aid and CPR.
- General concepts of child growth and development and child behavior characteristics.
- Sign Language (in some instances)
- Instructional and behavioral strategies used in controlling and motivating students.
- English usage, punctuation, spelling and grammar.
- Routine record keeping.
- General purposes and goals of public education.
- Specific subject and content as required in job assignment.
- A variety of approaches for specific lessons and independent follow-up work.
- Procedures to maintain specific performance records.
- Behavior modification techniques with or without the presence of the teacher.
- Willing to learn how to develop Individualized Educational Program (IEP) goals and objectives for specific education students and general knowledge of purposes and goals of the district special education programs.
- Technology, multimedia, and software applications desirable.

### **Ability to:**

- Assume responsibility for supervising students.
- Learn and utilize basic methods and procedures to be followed in instructional settings.
- Be patient and flexible in making quick changes in a daily lesson for individual or total group.
- Provide feedback as to how the children are performing daily assigned tasks.
- Carry out a sensory integration or Adaptive PE program that requires a significant amount of physical exertion.
- Perform routine clerical work and basic arithmetic calculations.
- Demonstrate an understanding, patient, warm and receptive attitude toward children.
- Understand and carry out oral and written instructions.
- Maintain cooperative working relationships with students, staff, parents and the general public.

**Training and Experience:**

- High School Diploma or equivalent. Paid or volunteer experience working with children in an educational or child care setting, or any combination of training and experience that could likely provide the desired knowledge and abilities.

**QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL DEMANDS**

The physical demands described here are those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.