

# NORTHERN CHEYENNE TRIBAL SCHOOL JOB ADVERTISEMENT

**POSITION: Paraprofessional (8)**

**WORKSTATION: School Building**

**SUPERVISOR: K-12 Principal**

**RATE OF PAY: DOE**

**OPENING DATE: August 5, 2022 CLOSING DATE: August 12, 2022**

***\*\* Incomplete Applications will not be considered\*\****

***\*\* Pre-Employment Drug Tests & Background checks are required\*\****

**How to Apply:** Submit completed NCTS certified application, current Resume', Three (3) letters of recommendation (dated within one year) along with official transcripts to Northern Cheyenne Tribal School, Human Resources, 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.

**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.).
- 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.
  - 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.
  - 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.

## **QUALIFICATIONS**

- High School Diploma or GED
- First Aid and CPR.
- 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. 0

## **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.