

## Gifted and Talented Paraprofessional

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**Reports To:** GATE Supervisor

**Length of Assignment:** 9 months

**Tour of Duty:** 7:30 a.m. – 4:00 p.m., Monday through Friday, except Legal Discontinuance days as designated on the school calendar and approved by the School Board of Isna Wica Owayawa/Loneman School. Tour of duty begins and ends as stated on the At-Will Agreement.

**Employment Status:** Hourly/Non-Exempt

**Primary Purpose:** Under the direction of the respected department supervisor and Principal, paraprofessionals will assist and carry out the duties based on student and teacher needs.

**Responsibilities:** Duties of this job include, but are not limited to:

- A. Assumes responsibility for continued professional growth to fully support educational programming.
- B. Support and act in accordance with all Isna Wica Owayawa/Loneman School goals, objectives and policies.
- C. Assume appropriate roles as adult model and educator.
- D. Demonstrate effective organizational skills, time management and flexibility in order to meet staff and student needs.
- E. Supervises students in and out of the classroom activities during the school day and/or school event.
- F. Interacts with all students to create and maintain a safe learning environment while chaperoning school activities and field trips. Chaperones will not leave the activity and will assist students at meals and other duties as assigned.
- G. Performs other related duties, as assigned, for the purpose of ensuring the professional and implementation of the schools mission.
- H. Participates in curriculum development programs as required.
- I. Participates in faculty committees and the sponsorship of student activities.
- J. Shall maintain a positive level of attitude and rapport with all personnel and community members.
- K. Demonstrates regular attendance and punctuality.
- L. Emphasize Lakota language with all staff and students school wide.
- M. Will participate in Isna Wica Owayawa/Loneman School activities that include the community.

N. Paraprofessionals will be evaluated two (2) times a year by an immediate supervisor. These evaluations will become part of the permanent school file.

**Qualifications:**

- ◆ Must meet paraprofessional requirements as per Isna Wica Owayawa/Loneman School Policies, which include an AA Degree; or 48 credit hours (passing credit hours) as documented by official transcripts; or passing the South Dakota State Paraprofessional test.
- ◆ Knowledge of Native American Culture or experience teaching Native American children is preferred.
- ◆ Must possess and maintain/obtain a legal driver's license.
- ◆ Must take and pass a drug/alcohol test, background check and fingerprinting.