

Paraprofessional Job Description

Reports To: Supervisor/Teacher

Length of Assignment: 9 months

Tour of Duty: 8:00 a.m. – 4:30 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 'At Will Employment Letter'.

Employment Status: Hourly/Non-Exempt

Primary purpose:

Under the direction of the Principal and respected department, 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:

1. Assumes responsibility for continued professional growth to fully support educational programming
2. Support and act in accordance with all Isna Wica Owayawa/Loneman School goals, objectives and policies
3. Assume appropriate roles as adult model and educator
4. Demonstrate effective organizational skills, time management and flexibility in order to meet staff and student' needs
5. Attends work on a daily/regular basis, arrives to school on time prepared to assist in the classroom
6. Supervises students in out-of-classroom activities during the school day.
7. 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
8. Performs other related duties, as assigned, for the purpose of ensuring the professional and implementation of the schools mission.
9. Participates in curriculum development programs as required.
10. Participates in faculty committees and the sponsorship of student activities.
11. Shall maintain a positive level of attitude and rapport with all personnel and community members.
12. Demonstrates regular attendance and punctuality.
13. Emphasis Lakota Language with all staff and students school wide.
14. 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
- ☐ Will participate in Isna Wica Owayawa/Loneman School activities that include the community.