



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department
P.O. Box 279 • La Push, WA • 98350
(360) 374-6163 / 4367 / 2175 • Fax (360) 374-4368



Quileute Tribe Job Description

Head Start Paraeducator

HOW TO APPLY: Send Application Package to the address listed below.

Applications can be downloaded at www.quileutenation.org/job-openings/

The Quileute Tribe
Human Resources Department
P.O. Box 279
La Push, Washington 98350

Or via email: hr@quileutenation.org

Ensure your Application contains:

1. Quileute Tribal Application
2. Cover Letter
3. Resume
4. Tribal Enrollment Verification
5. Diploma(s) High School, College
6. Certification(s)
7. Unofficial Transcripts
8. Driver's License
9. Writing Sample(s) if required

NOTE: Incomplete applications will not be considered.

Position: **HEAD START PARAEDUCATOR**
Supervisor: Head Start Director/Early Intervention Specialist
Location: Head Start/Child Care
Work Info: Full Time: 40 Hrs/Week (M-F)
Salary: \$13.50/hour to \$14.00/hour probationary period
\$14.18/hour to \$14.70/hour after successful completion of probationary period
Open/Closes: (02/04/2020 – 02/14/2020)

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Provide assistance to the teacher in the classroom as directed.
- Ability to supervise students during recess, lunch, field trips, and in other educational settings.
- Display professional competence in teaching the basic curricular areas of the Quileute Head Start school program and display a willingness to learn and lead in other learning and instructional program areas as needed.
- Ability to work one-on-one with a variety of students (gifted, special needs/Special Education, and regular education students)
- Ability to work with and meet the needs of all types of students, regardless of their nationality, religion, or gender, including but not limited to students with severe, moderate, and low Special Education needs; gifted learners; student with limited English-speaking skills; and migrant students.
- Ability to handle disruptions and behavior problems.
- Tutor students in areas identified in IEP, IFSP, or as directed by his/her supervisor.
- Work cooperatively with building staff, students, and parents/guardians.
- Ability to follow directions and perform duties and tasks as assigned.
- May be required to assist with toileting and diapering.
- Comply with all policies, building procedures and schedules.
- Possess a positive attitude that each student can learn and has the right and capacity to achieve personal academic excellence.
- Treat all children with dignity and respect.
- Attend all staff meetings and recommended training programs and conferences.
- maintain confidentiality.
- Must be punctual and have good attendance.
- Other duties as assigned.

QUALIFICATIONS:

- Maintain a current first aid and CPR training.
- Maintain a current Food Handlers card.
- Yearly Physical required along with a current TB screening.
- Ability to lift and support students- Ability to lift over 50 pounds.
- Ability to pass Department of Early Learning fingerprint criminal background clearance.
- Be at least eighteen years of age.
- Hold a High school diploma or equivalent and hold an Associate of Arts degree,
or 72 college credits,
or Pass the Education Testing Service's Paraeducator Assessment (<https://www.ets.org/parapro/administrators/about>);
or Have earned 72 quarter credits

- or** 48 semester credits at an institution of higher education;
- or** Have completed a registered apprenticeship program.

GENERAL INFORMATION:

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

Special Requirements: Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

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