



# 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/](http://www.quileutenation.org/job-openings/)

Via email: [hr@quileutenation.org](mailto:hr@quileutenation.org)

-OR-

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

**Ensure your Application contains:**

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

***NOTE: Incomplete applications will not be considered.***

## THE REGION

Located in Washington State, the Olympic Peninsula is an outdoor lover's dream, providing opportunities for hiking, kayaking, camping, beach combing, surfing, fishing, and hunting. The Olympic National Park within the peninsula covers 1,442 square miles of wilderness. A big draw is the Hoh Rain Forest, one of the largest temperate rain forests in the United States.

The peninsula is home to seven Tribes: Quileute, Hoh, Quinault, Elwha, S'Klallam, Makah, and Skokomish, each having their own unique culture and traditions.



For More Information: [olympicpeninsula.org](http://olympicpeninsula.org)  
[nps.gov/olym/index.htm](http://nps.gov/olym/index.htm)

## THE COMMUNITY

The Quileute Reservation is in La Push, WA, which is nearly two square miles and home to approximately 400 enrolled members (total enrollment is around 800.) The Tribe was thrust into the spotlight in 2005 when Stephenie Meyer published "Twilight," becoming known worldwide. This pop culture phenomenon increased tourism to La Push and Forks.

Neighboring cities are Forks (14 miles from La Push), Port Angeles (70 miles), and Sequim (85 miles.) Due to lack of housing options in La Push, most employees find housing off-reservation in Forks.



The remoteness of the West End is not for everyone; La Push is a small fishing village while Forks' population is almost 4,000 and Port Angeles is 20,000. Seattle is the closest major city in driving distance, which is 150 miles from La Push.

For More Information: [forkswa.com](http://forkswa.com)  
[en.wikipedia.org/wiki/La\\_Push,\\_Washington](http://en.wikipedia.org/wiki/La_Push,_Washington)  
[visitportangeles.com](http://visitportangeles.com)  
[sequimwa.gov](http://sequimwa.gov)  
[en.wikipedia.org/wiki/The\\_Twilight\\_Saga\\_\(film\\_series\)](http://en.wikipedia.org/wiki/The_Twilight_Saga_(film_series))

## THE QUILEUTE TRIBE



The governing body of the Quileute Tribe is an elected five-member Tribal Council consisting of a Chair, Vice Chair, Treasurer, Secretary and Member-at-Large; they delegate responsibilities to the General Manger who oversees Department Directors. There are 11 Departments with 130 full-time employees.

The Tribe also operates five businesses: La Push Marina, River's Edge Restaurant, Lonesome Creek Store, Oceanside Resort, and the Kitla Center.

For More Information: [quileutenation.org](http://quileutenation.org)  
[facebook.com/quileutetribe](https://facebook.com/quileutetribe)

## THE CLIMATE

La Push is at sea level, bordering the Quillayute River and Pacific Ocean; the scenery showcases plenty of wildlife, iconic beaches, and sea stacks. On average, rainfall in La Push is 109 inches per year (the US average is 38 inches.) Due to inclement weather between late fall to early spring, the area makes for some fantastic storm-watching.



For More Information: [olympicpeninsula.org/stories/weather/](http://olympicpeninsula.org/stories/weather/)

Position: **HEAD START PARAEDUCATOR**  
Supervisor: Early Intervention Specialist  
Location: Early Childhood Education Building  
Work Info: Full Time: 40 Hrs/Week (M-F)  
Salary: DOQ/E

### **POSITION SUMMARY:**

The Paraeducators' primary role is to offer students an extra level of support and guidance both inside and outside of the classroom. Assist teachers who work with special needs students, keep detailed reports and records of each student, their respective disabilities and how they are improving. Is responsible for assembling relevant teaching materials that will make the instructional process clearer

### **ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:**

- Provide assistance to the teacher in the classroom as directed.
- 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.
- Work one-on-one with a variety of students (gifted, special needs/Special Education, and regular education students)
- Tutor students in areas identified in IEP, IFSP, or as directed by his/her supervisor.
- Work cooperatively with building staff, students, and parents/guardians.
- Follow directions and perform duties and tasks as assigned.
- May be required to assist with toileting and diapering.
- Treat all children with dignity and respect.
- Attend all staff meetings and recommended training programs and conferences.
- Must maintain clear and concise records and documentation of services provided
- Maintain confidentiality.
- Other duties as assigned.

### **SKILLS, KNOWLEDGE AND ABILITIES**

- 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.
- Must be punctual and have good attendance.
- Ability to handle disruptions and behavior problems.
- 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

## **WORK ENVIRONMENT:**

Pre-school/Head Start and childcare setting, work with pre-school aged children

## **PHYSICAL DEMANDS:**

- Able to lift 50lbs.

## **SUPERVISORY RESPONSIBILITY:**

None

## **QUALIFICATIONS:**

- Hold a High school diploma or equivalent and hold an Associate 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
- Must be in good health, Yearly Physical required with Current Immunization
- Current Food Handlers Permit, TB test, First Aid and CPR card or be able to complete within the first 30 days of employment
- Be at least eighteen years of age.
- Pass Department of Early Learning fingerprint criminal background clearance

## **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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