



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department

P.O. Box 279 • La Push, WA • 98350

(360) 374-4367 | 4366 | 2175 | 6561 • Fax (360) 374-4368



Job Title:	Paraeducator
Supervision Received:	Head Start Director/Early Intervention Specialist
Supervision Excised:	Teacher Assistants and Volunteers
Salary:	\$28,080-\$37,440- DOQ
Opens:	May 6, 2021
Closes:	May 20, 2021 or until filled

PRIMARY DUTIES:

- 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.

MINIMUM QUALIFICATIONS:

- Current WA State Driver's License or ability to obtain in 3 months.
- 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 seventy-two quarter credits **or** forty-eight semester credits at an institution of higher education; **or** Have completed a registered apprenticeship program.

The statements contained herein reflect 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. Office Assistant must have good work ethics and daily attendance is a must.

Must adhere to Personnel Policies and Drug and Alcohol Policies. All candidates for employment with the Quileute Tribe will be required to undergo drug screening prior to official selection for employment by the Quileute Tribal Council.

Interested parties send a QTC job application, resume and cover letter to the following address:

HOW TO APPLY:

Please submit a resume, cover letter and the Quileute Tribe application to the address listed below. Incomplete applications will not be considered.

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

The Quileute Tribe
Ms. Gina Gonzales-Leva, HR Director
Department of Human Resources
P.O. Box 279
La Push, Washington 98350

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