

INDIAN BOARD OF EDUCATION

PIERRE INDIAN LEARNING CENTER

JOB TITLE SPECIAL/GENERAL EDUCATION PARAPROFESSIONAL

DEPARTMENT ACADEMIC

SUPERVISOR SPECIAL EDUCATION DIRECTOR/PRINCIPAL

QUALIFICATIONS: (List minimal requirements, education & experience)

High school diploma or GED Certificate and two years of experience in working with children. Prefer related experience in working with Native American children. Must have the ability to relate in an effective and professional manner. Must pass the ParaPro Assessment to be considered a “qualified” paraprofessional if no prior education (min. 2 years)

NATIVE AMERICAN PREFERRED.

JOB OBJECTIVES: (Give summary statement of specific area of work).

Special Education Paraprofessionals assist students with special needs under the direction of a certified teacher. Paraprofessionals work in an inclusionary setting (classroom) or a pull out setting (one on one or small group). The special education paraprofessional assists the teacher in general classroom activities, helps individual students, and cares for their physical, emotional health and safety, affirming their abilities and striving to promote dignity in all relationships.

NORMAL WORKING SCHEDULE FOR THIS POSITION:

40 hours per week as scheduled.

GENERAL GUIDELINES:

Incumbent will work within the general guidelines set forth in the Policies and Procedures established for the Pierre Indian Learning Center by the Indian Board of Education, under the general direction of the designated official of the Learning Center or his/her authorized representative.

ACCOUNTABILITY:

Incumbent will be directly responsible to the supervisor named above or his/her successor and shall be expected to exercise independent judgement and initiative in regard to work functions.

INSERVICE TRAINING REQUIREMENTS:

Incumbent shall attend all training sessions scheduled for his/her component or for the full staff of the Center to broaden his/her knowledge and understanding of PILC programs and operations and to contribute to program development.

CONFIDENTIALITY:

Incumbent shall maintain a professional stance on all occasions and shall maintain appropriate professional confidentiality.

REPRESENTATIVE DUTIES:

- Assists students in achieving academic success under the direct supervision of the classroom teacher
- Assists in maintaining daily service logs, progress reports, room preparation and preparation for instruction
- Attends all staff meetings, team meetings, and scheduled in-service professional development sessions as required by supervisor
- Assists in breakfast/lunch or recess duties as required
- May be required to transport students with a GSA car/van/bus.
- May be required to have a South Dakota driver's license.
- All other duties as assigned by supervisor