



White Earth Reservation Tribal Council

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CHAIRMAN
Terrance Tibbetts

SECRETARY-TREASURER
Tara Mason

DISTRICT I
Steven "Punky" Clark

DISTRICT II
Kathy Goodwin

DISTRICT III
Eugene "Umsy" Tibbetts

White Earth Reservation Tribal Council Job Announcement

Position: Para Professional

Location: Circle of Life Academy

Pay: \$14.33/hr

Benefits: Full

Open: 05-15-17

Close: 05-26-17

Status: Full Time

The White Earth Reservation Tribal Council is currently seeking a qualified applicant who is responsible for assisting teachers in the classroom with routine teaching duties to ensure students' educational needs are met at the Circle of Life Academy School. (COLA)

- Assist licensed staff in the delivery of comprehensive education services to students.
- Assist with the supervision of students in the classroom, halls, cafeteria, school playground and gymnasium, or on field trips.
- Distribute teaching materials such as textbooks, workbooks, papers, and pencils to students.
- Distribute and collect tests and homework assignments as directed by the lead teacher.
- Enforce school rules and policies governing student supervision and behaviors.
- Confer with lead teacher on student progress and assigned duties.
- Comply with reporting standards regarding child abuse or neglect as a mandated reporter for the safety of children.
- Performs other duties and responsibilities as required or assigned.

Knowledge, Skills and Abilities:-

- Knowledge of basic principles and methods of teaching and instruction of individuals and small groups.
- Knowledge of basic human behavior and performance.
- Knowledge of and the ability to follow and apply the policies and procedures of the White Earth Tribal Council.
- Knowledge of Circle of Life Academy School rules, regulations and policies.
- Skill at communicating with students, staff, and parents.
- Ability to adhere to an assigned schedule.
- Ability to maintain confidentiality.
- Skill at computer use.

Qualifications:

- **High School Diploma or GED and the ability to pass the para test within 90 days of hire, or two (2) year's verifiable credit from an accredited college or university.**
- **AA in education preferred.**
- **Valid Driver's License and insurance for travel between sites and other related businesses.**
- **Must be able to pass a criminal background check and drug screening.**

Mail Applications to: White Earth Tribal Council
Attention: Personnel
P.O. Box 418
White Earth, MN 56591

Download Applications at: www.whiteearth.com

EEO with Native Preference

*A Drug Free Workplace – Tests for alcohol and illegal drug use may be required prior to and during employment
Background Checks performed*