



# CIRCLE OF LIFE ACADEMY

35223 Mission Road  
PO Box 447  
White Earth, MN 56591  
P:(218) 983-4180 F:(218) 983-3767



"Our Circle of Life Academy is immersed in Anishinaabe Mino-Bimaadiziwin for our children and community while providing the highest quality of education"

## Job Announcement

**Position:** Special Education Paraprofessional

**Open:** 01-05-2024

**Location:** W.E. Circle of Life Academy

**Close:** Until Filled

**Pay:** \$18.52/HR

**Benefits:** Full

**Status:** Full Time

Circle of Life Academy is currently seeking a qualified applicant who will be responsible for assisting students with special needs under the direction of a certified teacher. Paraprofessionals generally work in an inclusionary setting (i.e. least restrictive environment). The special education paraprofessionals assist the teacher in general daily classroom activities, helps special needs students and cares for their physical, emotional health and safety, affirming their abilities and striving to promote dignity in all relationships. Assist licensed staff in the delivery of comprehensive education services to students.

### Outcomes:

- Prepare lesson materials, bulletin board displays, exhibits and teaching supplies and equipment as directed by the lead teacher.
- Present subject matter to students under the direction and guidance of the lead teacher.
- Tutor and assist children individually or in small groups to help them master skills assignments and to reinforce learning concepts and knowledge presented by the teacher.
- Assist with the supervision of students in the classroom, halls, cafeteria, school playground and gymnasium and field trips.
- Distribute teaching materials such as textbooks, workbooks, papers, and pencils to students.
- Enforce school rules and policies governing student supervision and behaviors.
- Confer with lead teacher on student progress and assigned duties.

### Knowledge, Skills & Abilities:

- Knowledge of basic principles and methods of teaching and instruction of individuals and small groups.
- Knowledge of and the ability to follow the policies and procedures of the White Earth Reservation Business Committee and Circle of Life Academy.
- Knowledge of basic human behavior and performance.
- Knowledge of individual differences in ability, personality, learning styles and motivation.
- Knowledge of Circle of Life Academy rules, regulations, and policies.
- Computer skills.
- Skill at communicating with students, staff, and parents.
- Ability to communicate professionally both orally and in writing.
- Ability to adhere to an assigned schedule.
- Ability to maintain confidentiality.
- Performs other duties and responsibilities as required or assigned.

### Qualifications include:

- Associates of Arts degree in Education or High School Diploma or GED and the ability to pass the MN State Paraprofessional Praxis exam within three (3) months of employment.
- Valid MN driver's license and insurance.
- Must be able to pass a criminal background check and drug screening.
- Always maintain a professional demeanor.

**Send applications to:**

Circle of Life Academy  
Attn: Human Resources  
P.O. Box 447  
White Earth, MN 56591

**Download applications at:** [circleoflifeacademy.org](http://circleoflifeacademy.org)