



**SWINOMISH INDIAN
TRIBAL COMMUNITY**

11404 Moorage Way
La Conner, Washington, 98257-0817
Phone (360) 466.3163 | Fax (360) 466.5309

JOB DESCRIPTION

Instructional Assistant: High School Level

SALARY: D.O.E.

CLOSES: 02/08/2018

Consistent with LaConner Public School Employees Salary Schedule.

GENERAL FUNCTION

To provide a well organized, smoothly functioning class environment in which students can take full advantage of the instructional program and available resource materials. This is a full-time, 9-month position, which reports to the SITC Education Director.

REPRESENTATIVE ESSENTIAL DUTIES AND RESPONSIBILITIES

This list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar, related or logical assignment to the position.

- Works with individual students or small groups of students under the supervision of classroom teacher to reinforce learning of material or skills initially introduced by the teacher.
- Assists the teacher in devising special strategies for reinforcing material or skills based on a sympathetic understanding of individual students, their needs, interests, and abilities.
- Helps student's master equipment or instructional materials assigned by teacher.
- Guides independent study, enrichment work, and remedial work set up and assigned by the teacher.
- Assists with the supervision of students during emergency drills, assemblies, and field trips.
- Supervise education activities at Swinomish Youth Center as assigned.
- Participates in in-service training programs, as assigned.
- Performs any other duties as assigned by supervisor.
- Advocate for students when necessary by contacting parents directly in regards to meetings, paperwork, such as free/reduced forms, permission slips, etc.

OTHER DUTIES

Because of the Tribe's commitment to community service and the well being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

WORKING CONDITIONS

The working conditions described here are representative of those that must be met by an employee to successfully perform the essential duties of this class. While performing the duties of this job, the employee is frequently required to stand, walk and talk or hear. The employee is occasionally required to sit; use hands to operate, finger, handle or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The noise level in the work environment is usually moderately quiet.

KNOWLEDGE AND SKILLS (ENTRY REQUIREMENTS)

Knowledge of:

- Effective behavior management techniques.
- Rules and procedures for student safety.
- Necessary equipment, computers, machinery, tools, or software.
- Basic subjects including arithmetic, grammar, spelling and ready.
- Subject areas appropriate to assignment.

Skill in:

- Effective communication with students, parents or guardians, staff and administrators.
- Designing and implementing lesson plans for students having a wide range of achievement.
- Dealing with students in an understanding, patient, receptive, positive and confident manner.
- Organizing activities in keeping with the maturity and attention span of assigned students.
- Managing student behavior.

MINIMUM REQUIREMENTS

- All Para-educators must have completed the equivalent of an Associate Degree, or passed the state Para Educator test.
- Position will require passing scores on a basic academic skills test.
- A proven ability to work well with students.
- Proof of U.S. Citizenship
- A proven ability to develop and maintain a cooperative relationship with all school and tribal personnel, particularly with students.
- Proven record of punctuality and dependability.
- 7 to 8 Hours Day, 5 days a week with flexible hours between LCS and SITC Youth Center.

Evaluation: Performance of this job will be evaluated in accordance with SITC Personnel Policies and Procedures.

SPECIAL REQUIREMENTS

A valid Washington State driver's license and first aid/CPR certification may be required for some positions at time of appointment or at a time set by the Tribe.

EMPLOYMENT CONDITIONS

The Personnel Policies and Procedures of the Swinomish Tribal Community apply to all employees. Employees in this classification are considered non-exempt.

APPLICATION INSTRUCTIONS

- Request an **Application Packet** by calling **(360) 466-1216** or e-mail to hr@swinomish.nsn.us
- Include a **cover letter** identifying why you feel you are qualified for this position.
- **Include the completed Swinomish Tribal Community application form: (Do Not Write "see resume")**.
- Include your **current resume** and list two (2) work-related references.
- Return completed application packet to the Human Resource Office.

**Human Resources
Swinomish Tribal Community
11404 Moorage Way
LaConner, WA. 98257**

Consistent with practices on federally recognized Indian Tribes, Native American hiring preference may apply. The policies of the Swinomish Tribal Community apply to all employees. All offers of employment are contingent on the successful completion of a drug and alcohol screening. This position involves regular contact with or supervision over Indian children and a successful applicant must meet minimum standards of character based on a background check.