

GILA CROSSING COMMUNITY SCHOOL

Position: Para Professional

Reports to: Teachers

Overview: This is a position involving working with students in whole group instruction, small groups, or individual instruction, the grading of student papers, the monitoring of student conduct and the production of teaching materials. Work is performed under the direct supervision of classroom teacher or Principal.

Qualifications:

1. Must provide a current Arizona Finger Print Clearance Card.
2. Must have a valid Arizona Drivers license and provide an EZ MVR-Arizona 39 month record when operating a school vehicle.
3. Must have a CPR and First Aide Certification, or ability to obtain such certification prior to commencement of employment.
4. Must pass all drugs and background checks as required for employment at Gila Crossing Community School.
5. Associates Degree or two years of college (60 credit hours) or pass state examination-paraprofessional exam)
6. Knowledge of Gila River Indian Community preferred.
7. Must exhibit sensitivity and respect for Gila River Indian Community language, culture, history, traditions, and people.
8. Conducts duties and responsibilities in accordance with the Gila Crossing Board of Trustee's approved Policies and Procedures, Personnel manual and other reporting policies and procedures of the tribe, state, and federal government.
9. Must be in good physical health.
10. Must demonstrate aptitude and competence for assigned responsibilities and alternatives as specified by the supervisor.
11. Must be able to work cooperatively and communicate effectively with students, teachers, parents, and Administrative Staff.
12. Must be able to follow directions accurately.

Duties and Responsibilities:

- Administers, scores and records such achievement and diagnostic tests as the teacher recommends for individual students.
- Assists teacher by working with children in small groups or on a one-to-one basis to reinforce material or skill based on understanding of individual students, their needs, interests and abilities.
- Operates and cares for equipment used in the classroom for instructional purposes.
- Helps students master equipment or instructional materials assigned by teacher.
- Distributes and collects workbooks, papers, and other materials for instruction.
- Keeps bulletin boards and other classroom learning displays up to date.
- Assists with such large group activities as drill work, reading aloud, and story telling.
- Reads to students, listens to students read, and participates in other forms of oral communication with students.

- Checks notebooks, corrects papers, and supervises testing and make up work as assigned by the teacher.
- Check and records student attendance.
- Alerts the regular teacher to any problem or special information about an individual student.
- Maintains the same high level of ethical behavior and confidentiality of information about students as expected of fully licensed teachers.
- Participates in in-services training programs as assigned.
- Performs other duties as assigned.

Physical Requirements:

May require walking; standing; bending; carrying objects such as paper, books, visual aids, etc.

Work Environment:

Works in classroom setting or other school environment which involves normal, everyday risks or discomforts. The setting is usually suitable for performances of work.

Terms of Employment:

This is a contract position for the school year. 8 hours a day, 10 months.