



DUCKWATER SHOSHONE TRIBE

511 Duckwater Falls Road, P.O. Box 140068

Duckwater, Nevada 89314

(775) 863-0227 Phone

(775) 863-0301 Fax

JOB ANNOUNCEMENT

POSITION: Paraprofessional (Temporary Position)
LOCATION: Duckwater Shoshone Elementary School
OPENING DATE: July 29, 2020
CLOSING DATE: Open Until Filled
SALARY: \$15.00 per hour or Depending on Experience and Education

DEFINITION:

The Paraprofessional of the Duckwater Shoshone Elementary School, in a collaborative effort with the Teacher and Administrator, will carry out general duties that will promote the quality of education and support the implementation of effective teaching techniques to meet the mission of the Duckwater Shoshone Elementary School. Paraprofessional will also assist with COVID safety requirements. Serve as substitute and other duties as assigned/needed.

SPECIFIC DUTIES:

Will include, but are not limited to the following:

1. Responsible in assisting the classroom teacher with planning and instruction.
2. May provide individual and small group instruction.
3. Collaboratively plan with the teacher for the individual needs of each student by providing pertinent information gained from observations while working with the student in a small group or individual setting.
4. Assist in preparing material for the lessons as planned by the Teacher/Aide team.

5. Assist with the correcting, grading, and recording of assignments turned in by students and to evaluate the data from the assignments to assist in planning for further instruction.
6. Support Shoshone language and culture curriculum.
7. Assist students as needed.
8. Supervise students during recess, field trips, and sporting events.
9. Working hours are from 7:30 – 4:00 p.m. if your assistance is needed on the bus, 8:00 a.m. – 4:00 p.m. for aids not driving buses, Monday thru Friday.
10. Drive the school bus as assigned, take morning temperatures, check for masks, assist in sanitizing surfaces.
11. Participate in all staff meetings and training sessions.
12. Follow all school schedules and assignments as outlined.
13. Comply with all policies and procedures as outlined in the DSES policy manual and Tribal Policy manual.
14. Work collaboratively and assist administration on:
 - a. Identifying staff development needs.
 - b. Assisting in preparing for staff meetings, in-service, and training sessions.
 - c. Cataloging and maintaining records of the school's resource materials.
 - d. Updating, organizing, securing, maintaining, and keeping confidential the records and files of the school.
15. Other duties that are mutually agreed upon by the teacher and/or administrator.

KNOWLEDGE AND SKILLS:

1. Present self as a positive role model for the students of DSES.
2. Must have excellent writing and communication skills.
3. Must have knowledge of and be proficient in elementary Math, Reading and Writing.
4. Must be organized.
5. Must have basic computer knowledge.

QUALIFICATIONS:

1. Must have a Valid Nevada Drivers License and insurable under the Duckwater Shoshone Tribe Insurance Policy.
2. Must have a high school diploma or GED equivalent, A.A. degree desired.
3. Must have some experience in a classroom environment.
4. Must be able to accept direction.
5. Self-Motivated, self-starter and able to work well without constant supervision.

EQUAL OPPORTUNITY EMPLOYER:

The Duckwater Shoshone Tribe provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disabilities or genetics.

Indian Preference is a local Tribal decision and is substantially subjective based on Tribal Council Decisions. The Council recognizes that the hiring process will give preference to Duckwater Shoshone Enrolled Members in all positions.

APPLICATIONS:

Applications may be picked up at the Duckwater Shoshone Tribe Administration Office, by visiting the Duckwater Website at duckwatertribe.org, or by calling 775-863-0227.

Submit cover letter and resume along with application to Duckwater Shoshone Tribe, Human Resources, PO Box 1400368, Duckwater, NV 89314.