



## ***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 28, 2022**

**CLOSING DATE:** **Open Until Filled**

**SALARY:** \$20.00 per hour or Depending on Experience and Education

### **JOB DESCRIPTION:**

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 a substitute, and other duties as assigned/needed.

### **SPECIFIC DUTIES:**

Will include, but are not limited to the following:

1. Assist the administrator and teacher with planning and instruction.
2. Provide individual and small group instruction.
3. Collaboratively plan with the administrator and 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.

**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 or be willing to enroll into an A.A. program.
3. Must have some experience in a classroom environment.
4. Must be able to accept direction.
5. Must be 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](http://duckwatertribe.org), or by calling 775.863.0227.

Submit cover letter and resume along with application to Duckwater Shoshone Tribe, Human Resources- Shalene Mike-Collins, P.O. Box 140068, Duckwater, NV 89314.

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. Working hours are from 7:00 a.m. – 4:30 p.m. Monday thru Thursday.
9. Drive the school bus as assigned, take morning temperatures, check for masks, assist in sanitizing surfaces.
10. Participate in all staff meetings and training sessions.
11. Follow all school schedules and assignments as outlined.
12. Comply with all policies and procedures as outlined in the DSES policy manual and Tribal Policy manual.
13. Work collaboratively will the 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 records and files of the school.
14. Other duties as signed.

**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.