

**CONFEDERATED SALISH AND KOOTENAI TRIBES  
OF THE FLATHEAD NATION  
PO BOX 278  
PABLO MT 59855  
406-675-2700  
PERSONNEL OFFICE FAX: (406) 226-2562  
WEBSITE ADDRESS: [csktribes.org](http://csktribes.org)  
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**\*\*\*\*VACANCY ANNOUNCEMENT\*\*\*\***

**TITLE:** Teacher Aide/Para-Educator  
(1 or more contract positions)

**LOCATION:** TERS – Pablo, MT  
An alternative school serving Native American youth  
Grades 8<sup>th</sup> thru 12<sup>th</sup>

**SALARY:** \$26,400 (9-month contract)

**CLOSING DATE:** Thursday, August 8, 2024 @ 5:30 p.m.

**SPECIAL CONDITIONS:**

This position is a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. A favorable determination resulting from a completed Background Investigation is required prior to being placed in this position. *The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.*

**Paraprofessionals assist administrative and instructional personnel in teaching and promoting a positive learning and working school environment for students.**

**DUTIES:**

- Paraprofessionals perform a variety of direct and follow-up instructional activities.
- Assist in the planning, organization, and management of learning and training activities with students.
- Performs a variety of routine clerical and supportive activities for instructional personnel and performs other related work as assigned.
- The Paraprofessional is frequently involved in social interactions which require oral and written communication.
- Provide 1:1 small group instructional assistance in classroom subjects as assigned by Superintendent, such as Math, Reading, English, Science, Salish, Kootenai, History, or as part of the Special Education program.
- Assist in the development and preparation of a variety of instructional materials and learning aids geared to the instructional level of students.
- Assist in presentation of learning materials and instructional exercises.
- Provide direct and remedial instruction to individual and small groups to reinforce and follow-up learning activity(ies).
- Monitors and assists students through drills, practice, and study activities following presentation of instructional concepts by instructional personnel.

- Monitors and supervises students in the classroom, on field trips, in and out of the school building, and across other school settings, as directed. Enforce school wide rules; cooperate and participate in school wide activities and extra-curricular activities as assigned.
- Assist in maintaining a variety of data, reports, and records.
- Perform general clerical duties for instructional personnel; i.e. typing, copying, etc.
- Assist in establishing and maintaining schoolwide, classroom, and individual discipline policies, routines, procedures, and practices; able to function effectively when dealing with students; be able to interact with students, parents, teachers - sometimes under stressful conditions.
- Participate in parent conferences, meetings, and pupil instruction and training/planning processes as assigned.
- Assist in establishing and maintaining neat, orderly, and attractive learning environment.
- Ability to work on flexible schedule, maintain excellent role model for students, work well with peers and colleagues, maintain good rapport with staff and students.
- Abide by TERS Staff Handbook and Tribal Personnel Policies. Abide by provisions of the Drug Free Work Place Act of 1988 (Attachment B) and the Tribal Drug and Alcohol Policy. This position is a Designated Testing Position.
- Will report suspected child abuse cases to the Counselor and/or Superintendent's office.
- Other duties as assigned.

**MINIMUM QUALIFICATIONS: (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)**

- The successful applicant must possess an AA degree **OR** have 60 semester credits or 90 quarter credits in appropriate fields.
- Must pass a pre-hire drug test, background check & fingerprinting with no violence against children or other individuals, and no sexual abuse against children convictions.
- Must be willing to promote a program of drug and alcohol-free education and must be willing to be a team member of an active staff and demonstrate cooperative behavior.
- Experience working with Native American youth and/or a knowledge of Native American culture is a plus, but not required.

✚ **Interested applicants may obtain further information by requesting a copy of the full position description from the Tribal Personnel Office (406) 675-2700 Ext. 1040.**

**SUBMIT:**

1. Completed Tribal employment application.
2. Copy of relevant academic transcripts and training certificates.
3. Copy of current valid driver's license.
4. Proof of enrollment from a federally recognized Tribe (if other than CSKT).
5. If claiming veteran's preference, submit a copy of the DD214.

❖ **FAILURE TO SUBMIT ALL OF THE ABOVE INFORMATION WILL RESULT IN IMMEDIATE DISQUALIFICATION DURING THE SCREENING PROCESS.**

**SUBMIT ALL OF THE ABOVE TO:** Personnel Office, PO Box 278, Pablo MT 59855 @ 406-675-2700 Ext. 1040

**FOR MORE INFORMATION:** Contact: Rodney Bird, Superintendent @ (406) 675-0292.