



CIRCLE OF LIFE ACADEMY

35223 Mission Road
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White Earth, MN 56591
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"Our Circle of Life Academy is immersed in Anishinaabe Mino-Bimaadiziwin for our children and community while providing the highest quality of education"

Job Announcement

Position: Gen. Educ. Paraprofessional

Open: 02/02/2024

Location: W.E. Circle of Life Academy

Close: Until Filled

Pay: \$18.52 per hour

Benefits: Full

Status: Full Time

Circle of Life Academy is currently seeking a qualified applicant who is responsible for assisting teachers in the classroom with routine teaching duties to ensure the students educational needs are met at Circle of Life Academy.

Position Outcomes:

- Assist licensed staff in the delivery of comprehensive education services to students.
- Assist with the supervision of students in the classroom, halls, cafeteria, school playground and gymnasium, or on field trips.
- Distribute teaching materials such as textbooks, workbooks, papers, and pencils to students.
- Distribute and collect tests and homework assignments as directed by the lead teacher.
- Enforce school rules and policies governing student supervision and behaviors.
- Confer with lead teacher on student progress and assigned duties.
- Comply with reporting standards regarding child abuse or neglect as a mandated reporter for the safety of children.
- Performs other duties and responsibilities as required or assigned.
- Work with students in small groups with direction from the lead teacher.

Knowledge, Skills & Abilities:

- Knowledge of basic principles and methods of teaching and instruction of individuals and small groups.
- Knowledge of basic human behavior and performance.
- Knowledge of and the ability to follow and apply the policies and procedures of the White Earth Business Council.
- Knowledge of Circle of Life Academy School rules, regulations, and policies.
- Skill at communicating with students, staff, and parents.
- Ability to adhere to an assigned schedule.
- Ability to maintain confidentiality.
- Skill at computer use.

Qualifications include:

- Associates of Arts degree in Education OR High School diploma or GED and the ability to take and pass the MN State Paraprofessional Praxis exam within three (3) months of employment.
- Valid driver's license and insurance.
- Must be able to pass a criminal background check and drug screening.

Send applications to:

Circle of Life Academy
Attn: Human Resources
P.O. Box 447
White Earth, MN 56591

Download applications at: circleoflifeacademy.org