



Blue Lake Rancheria Tribe of California

POSITION DESCRIPTION

MANAGEMENT RETAINS THE RIGHT TO CHANGE JOB DESCRIPTION AS DEEMED NECESSARY

Job Title: Pathmakers Paraeducator
Department: Tribal Education Agency
Reports To: TEA Executive Director
FLSA Status: Non-Exempt
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Approved By: Arla Ramsey
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JOB SUMMARY

A Pathmakers Paraeducator works with teachers and students in multiple environmental settings enlisting various methods and techniques of instruction and mentorship empowering youth to resolve responsive curriculum design challenges and strive for self-efficacy. Mentors act as paraprofessionals assisting classroom teachers and other certificated personnel in instructing through the implementation of makerspace activities involving STEAM curriculum.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist in facilitating the personal, social, and intellectual development of students.
- Assist in establishing a positive learning environment and respond to the individual needs of students.
- Ensure all activities conform to guidelines
- Attend on-going trainings when needed or requested to do so
- Support program through cooperative creation of program materials in varying delivery methodologies (in-person, synchronous virtual, and a-synchronous virtual learning)
- Keep accurate records of: number of Native Youth served, time spent with students, and activities provided
- Recognize role as a mandated reporter and report any problematic issues.
- Honor all commitments made to the Pathmakers Program

Promotes the following within the department and among all Team Members:

- Creates a collaborative, inclusive, and culturally responsive atmosphere
- Encourages mutual respect, dignity and integrity with all Team Members, by setting positive examples at all times.
- Maintains a professional departmental, company, and community reputation.

Blue Lake Rancheria requires Team Members, on a continual basis...

- To provide a safe work environment for Team Members, through compliance with established safety guidelines, identifying potential safety hazards, and reporting same to the appropriate person for proper resolution.
- To maintain a professional departmental, company and community reputation.
- To enforce performance standards, policies and procedures as they relate to the department.
- To maintain a consistent, regular attendance record.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Minimum requirement: Must possess a high school diploma or the equivalent, and two years of college (48 units), or an A.A. degree (or higher) with coursework in science, technology, engineering, arts, mathematics, education or closely related field. Two years of work experience, at least one year of experience working with children ages 6-18.

COMPUTER SKILLS

Must be knowledgeable and proficient working with the Microsoft Office Suite, possessing a minimum of intermediate skills using Microsoft Word, Excel, and PowerPoint. Ability to understand and use Google Drive, Adobe Acrobat, and similar calendar, search engine, and software platforms.

LANGUAGE SKILLS

Ability to read, analyze, and interpret curriculum development standards, technical procedures, or government regulations. Ability to write reports, business correspondence, and lesson plans. Ability to effectively present information and respond to questions from co-workers, students, parents, and the general public.

- Prepare clear and concise reports, correspondence and other written materials.
- Strong public speaking skills

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

REASONING ABILITY

Ability to solve simple and practical problems, dealing with a variety of concrete or unknown variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

- Use innovative techniques and both broad-based and detailed knowledge of science, technology, engineering, arts, or mathematics curriculum to formulate and implement concepts and

makerspace activities for the creation and implementation of adaptive and responsive K-12 curriculum.

- Analytical skills for evaluating the effectiveness of programs and services, suggesting necessary changes and improvements.
- Exercising sound independent judgment within established guidelines when called upon.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of a valid California driver's license

Mandated Reporting Training – School Staff (*required within six weeks of employment*)

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by a Team member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Team Member is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The Team Member frequently is required to reach with hands and arms. The Team Member is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The Team Member must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

Must pass a criminal background check and drug test.

WORK ENVIRONMENT

The work environment characteristics describe here are representative of those a Team Member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Team Member is frequently exposed to 1) general office environment, 2) school makerspace and classroom environment, and 3) off site field trips/buses, including the use of standard office machinery, small makerspace devices or equipment. Job duties may extend outside the office to meetings locally and abroad. Travel required by funding agencies to attend management and program related trainings is expected.