



Employee Job Description	
<b>Position Title:</b> Paraeducator/NA Liaison	
<b>Position ID #</b>	
<b>Facility:</b> Unity School district	
<b>Job Family:</b> Education	<b>Comp Grade:</b> DOE <b>Status:</b> Full-time

**St. Croix Chippewa Indians of Wisconsin Leadership will strive to uphold the mission, vision, and values of the organization. They will serve as role models for staff and act in a people centered, service excellence-focused and results oriented manner.**

**Position Summary:**

The purpose and function of the Paraeducator/NA Liaison is to support and maintain connection between the school, parents, students and St. Croix Tribe.

**Essential Functions:**

- Serve as a liaison and communicate regularly between the school district/staff, St. Croix education, any Native American guardians/parents and students within their tribal communities. They may be required to work with the Local Indian Education Committee (LIEC) or St. Croix leadership.

**(Job Title) Job Duties:**

- Maintain a list of all eligible Native American students (Johnson O'Malley forms).
- Encourage and assist students to participate in after school activities; provide direction for cultural activities (i.e. talking circle, native club, pow-wow planning.).
- Work to improve school attendance and grades for Native American students with the help of parents.
- Provide guidance and assist student in planning and participating in post-high school education programs (career/college fairs/college tours).
- Encourage and assist students to complete work on time, assist with goal setting and time-management in relationship to assignments given to the students.
- Contact students in grades k-12 to provide support.
- Attend school staff in-service meetings as a program representative.

- Report and refer students with personal and behavioral problems to proper authorities (i.e. Police department, tribal PD, school principals, etc.)
- Attend monthly tribal education meetings, workshops/trainings, and conferences deemed appropriate by the St. Croix Education department and/or school administration.
- Maintain daily activity log, provide ongoing program updates to St. Croix Education, school administration, school staff, parents and students in regards to Native Education.
- Attend IEP meeting as requested by school officials and/or parents.
- Arrange meeting with parents and teachers as needed for student concerns.
- Maintain student graduation rates
- Monitor school work and assignments
- Maintain confidentiality
- Any other duties assigned by supervisor

**Note:** The essential functions are intended to describe the general contents of and requirements of this position and are not intended to be an exhaustive statement of duties. Specific tasks or responsibilities will be documented as outlined by the incumbent's immediate manager.

**Type of Supervisory Responsibilities:** N/A

**Supervisory Responsibilities:** Supervising student in school setting

**Directly Reporting to:** St. Croix Education/School district

**Matrix of INDIRECT Reporting:** St. Croix Tribal Council

**Scope and Complexity:**

Interacts with all levels of management and employees; often trusted with maintaining confidentiality and relaying highly sensitive messages, and appropriate application of business operations and practices.

**Physical Demands/Environment Factors:**

- Requires extensive sitting with periodic standing and walking.
- May be required to lift up to 20 pounds.
- Requires significant use of personal computer, phone and general office equipment.
- Needs adequate visual acuity, ability to grasp and handle objects.
- Need ability to communicate effectively through reading, writing, and speaking in person or on the telephone.
- May require off-site travel.

**Minimum Qualifications**

- Proficiency level typically gained through a combination of high school diploma.
- Must demonstrate ability to assess customer and business needs and formulate plan of action. Able to identify potential issues and proactively contain and manage challenges.
- Requires basic to intermediate level computer skills and ability to access information in meaningful ways.
- Requires skill in conflict resolution and team building.
- Must have demonstrated ability to work collaboratively with all levels of employees and managers.
- Requires effective presentation, verbal and written communication skills.
- Needs commitment to timeliness and attention to detail for acceptable customer service.

**Preferred Qualifications:**

- Associates degree in education field or high school diploma with a minimum of 2 years' experience working in an educational setting.
- Familiarity with Public Law 93-638, Johnson O'Malley, EASIE (Title VI), and Wisconsin Act 31 and other education laws pertaining to Native American students and families.
- Knowledge about the St. Croix Chippewa Indians of Wisconsin Culture and History.
- Must be familiar with local and tribal resources (i.e. St. Croix tribal health, AODA, Behavioral health and any services provide within the St. Croix tribal government).
- Experience in tutoring students.
- Must be efficient in math, science and writing.
- Must be committed to teamwork and be able to document work history.

*Native American Preference Given in Accordance with P.L. 93-638 and Amendments*

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EEPID	Employee Printed Name	Employee Signature	Date
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Supervisor Printed Name	Supervisor Signature	Date
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\*These are expected to be updated regularly as responsibilities come and go, and will be used to notify employee annually. All signatures are required.