



Naytahwaush Community Charter School
Independent School District 4155
PO Box 9, 242 Church Street
Naytahwaush, MN 56566
Phone: 218-935-5025 – Fax: 218-935-5263
www.naytahwaush.org

Paraprofessional

Responsibility:

To assist the teaching staff in creating successful learning environments and experiences for students that result in increased academic achievement.

Duties:

- Assist the teacher in instructional activities including working one-on-one and in small group settings with students.
- Assist the teacher with classroom and school wide student behavior management.
- Assist the teacher with all other aspects of creating a successful learning environment for students.
- Supervise students at assigned duty spots before school, after school, during lunch recess and on the bus as assigned.
- Sit with your students at lunchtime.

Expectations:

- Honor work commitment hours and responsibility. To use the time clock for signing in and signing out and for all breaks.
- Believe in and support the NCCS mission, vision, core values and goals.
- Learn and use some Ojibwemowin.
- Attend all training, staff meetings, committee meetings and any assigned after school hours functions.
- Recognize and follow confidentiality of information regarding students.
- To be positive and respectful with students and staff.
- Perform other duties as assigned by the director.
- Notify the director when you will be late or gone from work.

Licensure Required:

AA degree, 2 years of college or passing of the Para-Pro test.