



## Clarkdale-Jerome Elementary School District #3

1615 Main Street

Clarkdale, Arizona 86324

Phone (928) 634-5035 – Fax (928) 639-0917

“Every Student, Every Day, Preparing for Tomorrow”

### **YAVAPAI APACHE STUDENT ADVISOR PARAPROFESSIONAL**

**SUMMARY:** serves as an advocate for Native American students by acting as a liaison between students, teachers, and administration.

**HOURS:** 19hrs week (4hr x 5 days or 5hrs x 4 days)

#### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Assists teachers in providing an effective learning environment for YAN students
- Assists with class presentations, field trips, and activities, as requested
- Assists with evaluating and testing students, as requested by the teacher
- Supervises students outside of the classroom when requested (i.e. playground duty, cafeteria)
- Reviews and understands policies and procedures outlined in the student handbook
- Monitor student’s grades, academic progress, and effort
- Monitor student’s absenteeism
- Monitor, log, and maintain 506 Forms.
- Works with small groups and/or 1-on-1 with students to help ensure understanding of lessons and reinforces material introduced by the teacher
- Communicates with administration, teachers, and other staff members regarding specific student needs
- Assists students with notebook checks and supervising make-up work
- Reinforce classroom behavior plans, rewards, and/or consequences
- Directs and redirects students during school-wide activities
- Communicates student behavior issues to the teacher who then communicates to parents when necessary
- Participates in professional growth activities provided by the district
- Performs other duties as may be assigned
- Provides positive reinforcement for YAN students; including Native American Club
  - May flex pay period hours to attend
- Attends the Native American Education Committee as a representative of CJSD
  - May flex pay period hours to attend

#### **KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to operate standard classroom-related learning tools and equipment
- Ability to work positively with school-age children
- Ability to communicate effectively verbally and in writing
- Ability to do detailed mathematical computations
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision.
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations

- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation with professionalism

## **QUALIFICATIONS & REQUIREMENTS:**

### **Education & Experience:**

#### **Paraprofessional I**

- High School diploma or equivalent
- Associate's degree or receive a passing score on the paraprofessional assessment
- Any equivalent combination of training, education, and experience that meets minimum requirements
- A criminal justice/Fingerprint clearance card required

#### **Paraprofessional II**

- High School diploma or equivalent
- Associate's degree or receive a passing score on the paraprofessional assessment
- Any equivalent combination of training, education, and experience that meets minimum requirements
- A criminal justice/Fingerprint clearance card required
- Four-year degree from an accredited college/university

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word, Outlook, and other job-specific computer programs.

*Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*