

**ALAMO NAVAJO SCHOOL BOARD, INC.  
POSITION DESCRIPTION**

<b>TITLE:</b>	In-school Suspension Education Assistant	<b>EMPLOYMENT TERM:</b>	School Year
<b>DIVISION:</b>	Education	<b>DEPARTMENT:</b>	Education
<b>EXEMPT/NON-EXEMPT:</b>	<b>Non-Exempt</b>	<b>FUNDING SOURCE:</b>	School Programs

**QUALIFICATIONS:**

**Minimum Requirements:**

- High School diploma and possession of a New Mexico Para-educator License.
- Must complete six hours of post-secondary courses towards an AA/AS degree in education or related courses and must provide proof of completing the six hours through official transcripts by August of each new school year.
- Working knowledge of the language(s), traditions, relationships and customs of the Alamo Navajo Community.
- Working knowledge of the physical, economic and social problems of the Alamo Navajo Community which are likely to affect student progress in school.
- Good working knowledge of appropriate professional inter-personal interactions with Indian students and their parents.
- Ability to be dependable and punctual in attendance at work, as scheduled.
- Ability to write (or print, if assigned to early grades) legibly, on paper or chalkboard.
- Ability to speak both Navajo and English fluently, and to translate at a layman's level, in a school classroom context.
- Ability to understand, speak, read, and write English well enough for the employee:
  1. To profit from formal training programs which use English text books and lectures, and oral or written English assignments and student work; and/or
  2. To present instruction to students in English, such as:
    - i. Writing on the chalkboard with correct grammar and spelling; or
    - ii. Reading aloud to students in an interesting manner; or
    - iii. Effectively explaining concepts or assignments.
  3. To present an acceptable adult model of English speech and writing for students to imitate, or learn from.
  4. To prepare acceptable oral and written reports on the job; and/or
  5. To follow specific written English instructions.
  6. Ability to maintain harmonious interpersonal relationships on the job, with other ANSB employees, students, parents and community members – to be courteous, enthusiastic, and considerate of the rights, beliefs and feelings of others.
  7. Demonstrated ability to learn new skills and subject area.
  8. Ability to determine appropriately when to refer problem and situations to higher authority, and willingness to do so.
- Must be capable of comprehending and training others in School requirements and procedures for student discipline and in-house suspension.
- Must be capable of following and enforcing written rules systematically and impartially.

**INDIAN PREFERENCE:** Preferential consideration for employment will be given to persons of documented Navajo, American Indian or Alaskan Native Tribal membership who meet the qualifications above, in accordance with the requirements of P.L. 93-638 and the Navajo Nation Tribal Code.

**ADDITIONAL PREFERENCE:**

- Working knowledge of the physical, economic and social problems of the community.
- Working knowledge of appropriate professional inter-personal interactions with colleagues, supervisors, other school staff, students, parents and community members.
- Associates Degree or higher educational level.

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**SUPERVISED BY:** Principal

**SUPERVISES:** None

**PAY RANGE:** Grade E with paraprofessional licensure, Grade G, with an AA/AS Degree, Grade H, with a Bachelor Degree. Position placed on the ANSB General Salary Scale based on cumulative college course credits received by the incumbent to date toward a professional education degree, in accordance with ANSB administrative guidelines for such placement.

**WORKING HOURS:** 40 Hours a week

**POSITION GOAL:** The purpose of this position is to provide an atmosphere of discipline in the detention classroom.

**DUTIES & RESPONSIBILITIES:**

1. Supports and efficiently carries out responsibilities in accordance with Alamo Navajo Schools Board, Inc. Policies and Procedures.
2. Represents Alamo Navajo School Board Inc. in a manner reflecting professionalism and which enhances community understanding of the program.
3. Protects the confidentiality of student & personnel information.
4. Maintains a high personal standard of professional and ethical conduct. Accepts professional responsibility for keeping informed on current educational topics and advancements.
5. Serves as academic and disciplinary supervisor for students placed in in-house suspension under the provision of the School's student discipline policies and procedures, by:
  - a. Receives students into the detention room, in lieu of their attending regular classes, keeps attendance records, assigns them to appropriate seating, and provides assistance to the completion of work assigned to them by their teacher
  - b. Maintains appropriate classroom decorum while following the School's BEST behavior policy and procedures and reports any student offense(s) while in the detention room.
  - c. Avoids any activity or student privilege which might be considered a rewarding consequence for being assigned there.
  - d. Assures that each student completes assignments in a timely manner, and receives subsequent assignments in a timely fashion.
  - e. Prompts classroom teachers as necessary to secure any additional assignments required for this purpose.
  - f. Prepares appropriate reports necessary to document student receipt of free, appropriate educational opportunities in the detention room.
6. Relates to students in a professional manner appropriate to the age and grade level of the students to which assigned.
7. Provides for own professional growth through ongoing program of reading, and as scheduled by the supervisor, accepts and actively participates in training related to the job. Makes use of knowledge and skills learned on the job.
9. Performs other work-related duties as may be assigned by the supervisor.

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**SPECIAL CONDITIONS:**

1. This position is subject by law to finger printing and a criminal/character background investigation.
2. Must provide documentation of immunity or immunization against tetanus, diphtheria, and measles/rubella, and of tuberculosis status by skin test or X-ray, within thirty (30) days of hiring, and at such additional intervals as may be determined by the immediate supervisor or the ANSB Executive Director.

**EVALUATION:** Will be evaluated in accordance with the Alamo Navajo School Board, Inc., policies and procedures.

**BOARD APPROVED: 9/29/2016**

**Receipt and Review of Position Description**

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Employee

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Supervisor