



**OFFICE OF HUMAN RESOURCES**

<b>Job Information</b>	
<b>Job Title:</b> <i>Paraprofessional – First Nations Studies</i>	<b>Last Revised/Approved:</b> <i>Entered by Compensation</i>
<b>Job Code:</b>	<b>Reports To:</b> <i>Coordinator, First Nations Studies</i>
<b>Office:</b> <b>Office of Academics</b>	<b>Department:</b> <i>Bilingual Education</i>

<b>Compensation Information</b>	
<b>Pay Grade:</b>	<b>Pay Range:</b>
<b>FLSA Status:</b> <i>Non-exempt</i>	<b>Term of Employment:</b> <i>FT – 30+ hours per week</i>
	<b>Probation:</b> <i>6 months</i>

**Position Summary/Purpose:**

*Under professional supervision, engages in activities which support and individualize the teaching-learning process in the Milwaukee Public Schools to ensure they are representative of the First Nations Studies Program.*

**Essential Functions/ Core Competencies:**

*An essential function is a duty or responsibility that is fundamental to the job — a critical, or basic component of that job. An essential function cannot or should not be assigned elsewhere.*

*Note: An Essential Function must meet the following criteria:*

- ✓ *Does the job exist to do this function?*
- ✓ *Would taking this function from the job fundamentally change the job?*
- ✓ *Would there be significant consequences if this function were not performed?*
- ✓ *Can other employees do this function if necessary?*
- ✓ *How much time per week is spent doing this function?*
- ✓ *Do people in similar positions elsewhere do this function?*

- Utilizes culturally sensitive resource materials from First Nations Studies Resource Library to assist classroom teachers.
- Assists classroom teachers to meet the unique and culturally related academic needs of First Nations students by:
  - Tutoring in the classroom using First Nations cultural materials,
  - Accessing First Nations resources in the community,
  - Serves as a liaison between the First Nations family and school.
- Secures 506 First Nations Student Eligibility Certification forms based on the First Nations list.
- Has knowledge of every First Nations student in the focus school/s to which they are assigned.
- Corrects theme folders, written exercises, tests, etc., as directed.
- Provides specialized group and individual instruction, as assigned, in non-academic areas.
- Assists teachers and the First Nations Studies Staff in locating instructional materials (books, magazines, articles, pictures, etc.) for use in traditional and non-traditional classroom activities.
- Keeps and submits in a timely manner monthly records of:
  - The number of days students were tutored on a monthly basis,
  - Referrals for students with school adjustment problems at base and target schools,
  - Assistance to students with school adjustment problems.
- Operates audiovisual and computer equipment for instructional purposes in the classroom.

- Assists the school administration in maintaining order within the school building, as necessary.
- Supports and assists administration in the resolution of school adjustment problems for First Nation students.
- Attends and participates in scheduled staff meetings.
- Participates in in-service programs arranged and designed to enhance performance of major duties and responsibilities.
- Actively supports the MPS Strategic Plan.
- Completes other duties as assigned.

## **Job Requirements:**

### ***Education Requirements:***

- Must have at least 48 college credits, from an accredited institution

### ***Experience Requirements:***

- Experience working with youth in an educational setting is desired

### ***Knowledge, Skills and Abilities:***

- *Knowledge of tribal agencies in Milwaukee.*
- *Knowledge of tribal teachings.*
- *Knowledge of Woodland tribes.*
- *Effective oral and written communication skills are required.*
- *Must be self-directed.*
- *Excellent teamwork skills are essential.*
- *The ability to develop effective working relationships with diverse individuals at all levels is required.*
- *Must have excellent planning and organizational skills.*
- *Must be able to juggle numerous responsibilities with varying deadlines.*

## **Working Environment:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

- Typical office or school environment

## **Physical Demands:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.*

## **Equal Opportunity:**

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under

the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Capital.

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