



SHIPROCK ASSOCIATED SCHOOLS, INC.
P.O. BOX 1809
SHIPROCK, NM 87420
Phone: (505) 368-2100 | Fax: (505) 368-2076
www.sasischools.net

Atsa Biyaazh Community School Educational Assistant Position Description

| | | | |
|-------------------------|--------------------------------------|-----------------------|----------------|
| Department | ABCS | Reports To | ABCS Principal |
| Salary Range | Based on appropriate salary schedule | Classification | Non Certified |
| | | Supervises | |
| Contract Days | 210 | Effective Date | |
| Type of Position | Full Time 7:30 am – 4:30 pm | Revised Date | March 13, 2023 |

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees at the Shiprock Associated Schools, Inc. (SASI) are expected to conform to the following:

- Adhere to all Shiprock Associated Schools, Inc. policies and the professional and ethical behavior standards of public education.
- Interact in an honest, trustworthy, and dependable manner with students, teachers, administrators, parents, and the community.
- Abide by all applicable Public Education standards and Navajo Nation Laws.
- Possess cultural awareness and sensitivity.
- Maintain a valid insurable driver's license.

POSITION PURPOSE

This position creates a caring atmosphere in support of students, teachers, and parents.

ESSENTIAL DUTIES, FUNCTIONS AND RESPONSIBILITIES

- Complies with and supports all Shiprock Associated Schools' policies and procedures.
- Integrates the school philosophy and mission statement into the area of work.
- Works with small groups and selected individuals to reinforce the teacher's instructions.
- Assists in managing the educational setting in a manner that promotes positive student behavior and a safe and healthy environment.
- Works productively with colleagues, parents, students, and community members.

- Recognizes students' diversity and creates an atmosphere conducive to the promotion of positive student involvement and self-concept.
- Assists with the special education teacher(s) to design and implement students' IEP of special needs student assigned to the classroom.
- Demonstrates a willingness to examine and implement change as appropriate.
- Assists in lesson preparation, materials, and equipment.
- Assists teachers in obtaining pictures, books, charts and preparing classroom displays.
- Assists the teachers in school and classroom management.
- Assumes responsibility for obtaining professional development by participating in workshops, seminars, conferences, and/or advanced course work at institutions of higher learning.
- Uses current technology for instruction and management purposes.
- Leaves adequate preparations for a substitute teacher, when needed.
- Models appropriate behavior within the context of the school.
- Performs other duties as assigned, within your scope of practice.

MANDATORY MINIMUM QUALIFICATIONS

Experience:

Entry level position.

Education:

30 college credit hours.

Mandatory Knowledge, Skills, Abilities and Other Qualifications:

- Excellent customer service and interpersonal relationship skills.
- Ability to effectively work with Native American students in meeting their educational needs.
- Must have a current Level 1 New Mexico Educational Assistant License.
- Must score a proficient level in both Reading and Math on the STAR Test.
- Ability to organize and prioritize work and to meet deadlines.
- Must have or able to obtain First Aid/CPR certification and a Navajo Nation food handler's permit.
- Must have a valid driver's license with an insurable driving record.

PREFERRED QUALIFICATIONS

- AA degree from an accredited institution.

- Bilingual (Diné/English).

ENVIRONMENT

The physical demand and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must lift and/or move 50 to 100 pounds, and may assist, move, or restrain students with greater weight when required to intervene in student safety issues. May be required to move light furniture.

While performing the duties of this job, the employee is frequently required to sit, lift, carry, move about, hear, and speak. Employee may require performing extensive work at a computer display terminal.

May be required to break up fights.

While performing the duties of this job, the employee may occasionally work in outside weather conditions and be exposed to wet and/or humid conditions, temperature fluctuations, fumes, or airborne particles, toxic or caustic chemicals commonly used in instruction and/or cleaning. It may be expected that the individual could be exposed to blood or other potentially infectious materials during their duties. The employee may be exposed to infectious disease as carried by students.

The employee may be exposed to bodily fluids and waste while performing duties in life skills, multi-handicapped, and some one-on-one situations.

The employee may be required to travel in school owned or leased vehicles while supervising and assisting students. Overnight travel may be required.

While performing the duties of this job the employee is regularly required to: walk, sit, use hands and fingers, reach with hands and arms, talk, and hear. May be required to stand for long periods. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

Evaluation:

Performance of this job will be evaluated in accordance with provisions in the Governing School Board approved SASI policies and procedures.

Mental Demands:

There are several deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

NAVAJO PREFERENCE

SASI and its facilities are located within the Navajo Nation and, in accordance with Navajo Nation law, has implemented a Navajo Preference in Employment Policy. Pursuant to this Policy, applicants who meet the minimum qualifications for this position and who are enrolled members of the Navajo Nation will be given primary preference in hiring and employment for this position. Other candidates will be considered only after all candidates entitled to primary preference have been fully considered.

OTHER

All employees must fully uphold all principles of confidentiality and student care. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

Reviewed By: _____

Title: _____

Approved By: _____

Title: _____

ACKNOWLEDGMENT

I have reviewed the content of the Atsa Biyaazh Community School Educational Assistant position description and have been provided a copy of the description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

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| <hr/> | <hr/> | <hr/> |
| Employee (printed name) | Employee (signature) | Date |

| | | |
|---------------------------|------------------------|-------|
| <hr/> | <hr/> | <hr/> |
| Supervisor (printed name) | Supervisor (signature) | Date |