

## **JOB DESCRIPTION**

**Position:** IEA Director/Tutor (Paraprofessional)  
**Status:** Classified  
**Reports to:** High School Principal  
**Salary:** Classified Salary Schedule, Column B

### **Desirable Qualifications:**

- Exceptional organizational skills
- Outstanding attention to detail
- Excellent communication, public relations, and interpersonal relations skills
- Experience supervising youth consistent with the age group of the school
- Familiar with office equipment and technology
- Good understanding of computer applications
- Understanding of Alaska Native cultural background and the needs of Alaska Native students
- Is congenial with students, staff, and parents.
- Can work with students who may be at-risk or may have special needs.
- Displays initiative.

**Performance Responsibilities:** Coordinate and administer the Indian Education Program; prepare budgets, and proposals, and complete the bookkeeping required of the position. Must have working knowledge of needs assessments and the evaluation process. Must be able to work with parent committee and school administration.

### **General Responsibilities:**

Responsibility to the District imposes the following obligations:

- Maintain consistent and regular attendance.
- Be reliable and flexible.
- Maintain a high level of confidentiality as required by law in all matters relating to personnel, student records, technology access and with regards to school conversation.
- Use discretion in commenting on school matters, including performance of school personnel.
- Acknowledge that criticism of school personnel and/or school practices is an ineffective and unsatisfactory method of improving public education.
- Understand regulations and procedures of the school are to be followed at all times.
- Immediately report concerns or criticism to supervisor.

Responsibility to self requires each employee to:

- Maintain positive attitude about his/her position.
- Be responsible for his/her own actions.
- Serve as role model for students in speech, conduct, and appearance.
- Be congenial with students, staff, parents, and general public.
- Be fair and equitable in treatment of all students and staff.

**Essential Functions:**

- Tutor students to ensure proficiency in the state standards and prepare them for graduation;
- Administer the Indian Education Act Program at Wrangell Public Schools according to the federal guidelines.
- Write the IEA grant annually; prepare program budget and budget revision
- Prepare federal reports as required.
- Work closely with the parent committee and school administration to prepare project proposals and evaluations as due.
- Maintain an accurate census of eligible American Indian and Alaska Native students.
- Supervise other program staff, in cooperation with school principal.
- Educate parents, school staff, and the community about the goals and activities of the IEA Program.
- Attend appropriate workshops and conferences as scheduled to improve knowledge of the program requirements which may include away from home travel.
- Schedule and attend parent committee meetings; prepare agendas and take thorough minutes of action and discussion
- Attend inservice and school district meetings as requested; Educate students and staff on local Alaska Native cultural standards; work with students to develop a basic knowledge of the local Tlingit language and an appreciation for Alaska Native art and history.
- Submit written biannual reports to the school administration and the parent committee.
- Takes safety precautions and reports any unsafe conditions.
- Promptly submits accurate accident reports.
- Perform other duties as assigned necessary to accomplish program objectives.

*\*Note: to be placed on Column B, administration of the grant is required. An employee who only has paraprofessional responsibilities will be place on Column A.*

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**It is Wrangell Public School District's policy to not discriminate on the basis of race, color, national origin, sex or disability.**