KIN DAH ŁICHÍ'Í ÓLTA'
POSITION DESCRIPTION
Revised 07/14/2026

TITLE: Paraprofessional	**EMPLOYMENT: 9.5 Months**
CLASSIFICATION: Non- Exempt	**CATEGORY: Classified**

GENERAL STATEMENT OF RESPONSIBILITIES: To assist the teacher in providing appropriate and effective instruction to students to help them be successful and confident in school, and to ensure mastery of established curriculum and skills, and to meet the unique needs of each student. Serves as a strong character role model for students. Maintains a positive working relationship with students, parents, staff and administration.

Necessary Qualifications:
- Associate of Arts Degree.
- Substitute Teacher Certification.

Special Requirements:
- First Aid and CPR Certification is required within 30 days of hire.
- Valid Driver's license required.
- Successful completion of all interviews, background checks, and fingerprint clearance requirements, and submission of all required employment-related documents and forms.
- Knowledge and familiarity with the Navajo language, culture, and people is a preferred qualification.
- Applicant's background checks must demonstrate successful, positive, multi-year employment and performance of duties at each of applicant's last three (3) employment positions.
- Demonstrate proficiency in modern technology

Duties and Responsibilities:
- Assists the teacher in preparing instructional materials and lesson plans.
- Provides individualized and small group instruction to students under the direction of the classroom teacher.
- Assists the teacher in maintaining standards of pupil behavior and discipline for a safe and functional learning atmosphere in the classroom.
- Assists in keeping appropriate records and progress reports.
- Utilizes instructional technology to assist the teacher with delivery of instruction and assisting students with using technology to demonstrate learning.
- Assists in preparation of displays, bulletin boards, etc. within the classroom.
- Maintains a high level of ethical behavior and confidentiality of information on student related issues.
- Assists students with disabilities.
- Supervises pupils both in and out of the classroom as assigned.
- Assists with general school sponsored activities.
- Maintains all required licenses and certificates in current status and reports to immediate supervisor in the event any required license or certificate lapses, is suspended or revoked.

- Attends and actively participates in committee meetings, in-service trainings and related activities consistent with duties.
- Complies with School policies, procedures, mission, goals and objectives, and exercises discretion and sound judgment in matters not covered by policy.
- Performs other duties as assigned.

SUPERVISION RECEIVED BY: Academic Head

WORKING HOURS: In accordance with Board policies

EVALUATION PROCEDURE: In accordance with Board policies

CERTIFICATION

I received a copy of my position description and certify that this is an accurate statement of major duties and responsibilities of this position. I also understand that I will perform these duties and responsibilities.

REVIEWED BY:_____ **DATE:** _____
Employee

APPROVED BY:_____ **DATE:** _____
Immediate Supervisor

KDLO gives preference to eligible and qualified applicants in accordance with the Navajo Preference in Employment Act.

DISCLAIMER: The information on this position description has been designed to indicate the general nature and level of work performance by an employee of KDLO for 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 to ensure the continued operations and services for KDLO.