



*Human Resource Department
PO Box 538
Fort Washakie, WY 82514
Phone: (307) 332-2005
Fax: (307) 332-9883*

NOTICE OF EMPLOYMENT

POSITION: Early Childhood Special Education Paraprofessional
DEPARTMENT: Early Intervention Program
SUPERVISION: Early Intervention Director
SALARY: Depending on Experience
OPENING DATE: March 9th, 2026 **CLOSING DATE:** Open Until Filled

POSITION SUMMARY:

The special education paraprofessional assists the teacher in general daily classroom activities, help special needs students, and cares for their physical, emotional health and safety, affirming their abilities, and striving to promote dignity in all relationships following an Individual Education Plan (IEP). Direct & indirect supervision from an Early Childhood Special Education teacher and/or Case Manager.

DUTIES AND RESPONSIBILITIES

- Establish a positive and nurturing relationship with the student.
- Foster and encourage the independence of the student.
- Monitor the student to ensure his/ her safety and the safety of other individuals.
- Assist students in the general education classroom to help the student to access the curriculum & classroom routines with same age peers, including transitions between activities.
- Assist implementation of student's Individual Educational Plan (IEP) goals, modifications, accommodations, behavior management programs, and/or other curriculum adaptations.
- Collect and maintain data as directed by assigned supervisor.
- Maintain communication with teacher regarding schedules, student progress and problem solving on a daily basis.
- Assist classroom teacher with preparatory materials (visual supports)
- Assist student during field trips and other outings (e.g., assist transportation drivers secure wheelchairs/car seats when appropriate, on bus/van, assist students with orientation and mobility, assist teacher(s) in monitoring students for safety, etc)
- Assist students with physical elements of self-care routines (toileting, diapering, washing hands, dressing, etc.) to develop independent skills.
- Report and/ or any behavioral incidents to assigned supervisor

- Complete assigned tasks within a reasonable amount of time.
- Work collaboratively with the therapy team to provide developmentally appropriate instruction, and/or assist with specialized designed strategies/programming for children with disabilities.
- Occasionally provide parent/ child transportation using a program vehicle following WY car seat laws.

QUALIFICATIONS:

- Experience working with Early Childhood Programs and/or children with disabilities.
- Computer skills in Word, Excel, Google Docs, Google Sheets, Google Meets, Zoom and/or other computer programs.
- Infant/ Child CPR
- Child Development Associates (CDA); Early Childhood

APPLICATION REQUIREMENTS :

- Submit a complete application with supporting documents to the Eastern Shoshone Tribe, Human Resource Department, P.O. Box 538, Ft. Washakie, WY 82514.
- Applicants that state "See Resume" for employment history must have the following the information listed on the resume:
 - Dates of previous employment
 - Reason for leaving previous employment
 - Hourly rate of previous employment.
- Applications are available online at easternshoshone.org and can be sent via email to lmorgan@easternshoshone.org until 4:45 PM on the closing date.
 - **Supporting documents:** Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials and other supporting documents that verify required qualifications.
- Applicants who have a current application with supporting documents on file **must** submit a letter of interest. The letter should address how you meet each qualification. **Telephone calls are not accepted in place of an employment application or letter of interest.**
- Preference will be given to a qualified Eastern Shoshone tribal member, then other qualified federally recognized Indian tribal members and then other qualified candidates. Applicants must submit a copy of Tribal Enrollment card or CIB for Indian Preference.
- Veterans who meet the minimum qualifications and provide documentation of an honorable discharge (DD214) from any branch of military service are entitled to receive preference points during the interview process.
- Applicants being considered for employment will be required to pass an alcohol and drug test and a background check. Refusal to take the test or testing positive will render the applicant ineligible for employment with the Eastern Shoshone Tribe for 60 days.

APPLICATION REQUIREMENTS:

MUST COMPLY WITH HIPAA PRIVACY RULE AD MUST MAINTAIN STRICT CONFIDENTIALITY OF ALL INFORMATION PROCESSED THROUGH THE HUMAN RESOURCE DEPARTMENT INCLUDING RECORDS, REPORTS, DOCUMENTS, CONVERSATIONS. ETC. A breach of confidentiality will subject to appropriate disciplinary action, up to and including dismissal from employment.