# CIRCLE OF LIFE ACADEMY

35223 Mission Road
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"Our Circle of Life Academy is immersed in Anishinaabe Mino-Bimaadiziwin
for our children and community while providing the highest quality of education"

**Job Announcement**

**Position:** Gen. Educ. Paraprofessional **Open:** 09/10/2026

**Location:** W.E. Circle of Life Academy **Close:** 09/24/2026

**Pay:** DOQ **Benefits:** Full **Status**: Full Time

Circle of Life Academy is currently seeking a qualified applicant who is responsible for assisting teachers in the classroom with routine teaching duties to ensure the students' educational needs are met at Circle of Life Academy.

**Position Outcomes:**

- Prepare lesson materials, bulletin board displays, exhibits and teaching supplies and equipment as directed by the lead teacher.
- Assist with the supervision of students in the classroom, halls, cafeteria, school playground and gymnasium, or on field trips.
- Distribute teaching materials such as textbooks, workbooks, papers, and pencils to students.
- Distribute and collect tests and homework assignments as directed by the lead teacher.
- Enforce school rules and policies governing student supervision and behaviors.
- Confer with lead teacher on student progress and assigned duties.
- Performs other duties and responsibilities as required or assigned.
- Work with students in small groups with direction from the lead teacher.

**Knowledge, Skills & Abilities:**

- Knowledge of basic principles and methods of teaching and instruction of individuals and small groups.
- Knowledge of basic human behavior and performance.
- Knowledge of and the ability to follow and apply the policies and procedures of the White Earth Business Council.
- Knowledge of Circle of Life Academy School rules, regulations, and policies.
- Skill at communicating with students, staff, and parents.
- Ability to adhere to an assigned schedule.
- Ability to maintain confidentiality.
- Skill at computer use.

**Qualifications include:**

- Associates of Arts degree in Education or High School diploma or GED and the ability to pass the MN State Paraprofessional Praxis exam within three (3) months of employment.
- Valid driver's license and insurance.
- Must be able to pass a criminal background check and drug screening.
- Always maintain a professional demeanor.

**Send applications to:** Circle of Life Academy
Attn: Human Resources
P.O. Box 447
White Earth, MN 56591

**Download applications at:** https://www.whiteearth.com/
https://cola.bie.edu/