



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB POSTING

Opening Date: 05/27/2016

Closing Date: 06/10/2016

Position Title: Director of Education Support Services

Department: Tule River Indian Study Center

Work Schedule: Monday-Friday 8:00AM- 5:00PM (Hours Vary)

Wage Rate: Pay Range 49: \$26.17- \$33.50/HR/Non-Overtime Eligible

If you are interested in this position, please submit the following:

- Completed Application
- BA or BS Degree
- Tribal Identification (*if applicable*)

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Submit To:

Human Resources

Tule River Indian Tribe of CA

340 N. Reservation Rd.

Porterville, CA 93257

E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB DESCRIPTION

POSITION TITLE: Director of Education
Support Services

WORKSITE:
Tule River Tribal Study Center
568 W. Olive Ave.
Porterville, CA 93257

GENERAL POSITION DESCRIPTION

The Director of Education Support Services under the direction of the Tribal Administrator will perform a variety of specialized administrative tasks for the overall management of Tribal Education Support Programs (TEP). This is a full time year round position.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Has primary responsibility for supervising, managing and evaluating the In-School and After School Tutoring Programs, TEP Incentive Programs and Student Transportation.
 2. Works with staff, the school community and Education Committee Members to establish Expected Student Learning Results (ESLRS) from the In-School and After School Tutoring Programs.
 3. Supervises TEP Incentive Program operations.
 4. Reviews, updates, develops and recommends policies and procedures that support the operation of the In-School and After School Tutoring, TEP Incentive, and Student Transportation to meet student needs of students and Tribal community served.
 5. Identifies gathers, interprets, publishes and presents regular or special reports documenting the effectiveness of the programs and services under their supervision.
 6. Coordinates with Tule River HR Department to recruit and employ program staff as needed, organizes and serves on interview teams.
 7. Identifies, coordinates and delivers professional development and staff training needed to fulfill program missions and assesses effectiveness of the training.
 8. Plans staffing patterns in each program to ensure efficiency and effectiveness of programs.
 9. Supervises and checks to see that Teacher/Tutors complete required daily and monthly reports of progress to parents/guardians, TANF and department records.
 10. Evaluates staff performance, completes and submits Annual Reviews on staff supervised.
 11. Develops and prepares annual budgets proposals for the In-School, After-School tutoring, Student Transportation and TEP Programs.
 12. Presents the proposed annual program budgets to the Education Committee for their endorsement and support and submits it to the Tribal Administrator for approval prior to submission to Tribal Council.
 13. Supports the Education Committee and Education Review Board functions.
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14. Prepares and disseminates information pertaining to the Tribal Education Program to the Education Committee, Tribal Council and to other private or public agencies when appropriate.
15. Responsible for inventory and control of the TEP Program budgets under their supervision.
16. Submits written monthly reports to the Tribal Administrator.
17. Performs other duties as assigned pertaining to TEP.
18. Develops, directs and supervises the Winter and Summer Break programming at both the Study and Education Centers.

MINIMUM QUALIFICATIONS:

1. Possess a B.A. or B.S. from an accredited College/University in an academic major.
2. Have a proven record of leadership and success in education or a related field.
3. Have a proven record as a self-starter, effective decision-maker and someone who cares about the needs of children served above all else.
4. Be knowledgeable of effective K-12 educational practices, curriculum and instruction.
5. Have experience and success in creating and implementing planned actions to achieve results.
6. Have strong oral, written communication skills.
7. Work well with others and an effective team builder.
8. Have basic knowledge of and appreciation for Native American Culture and how to effectively work within a Native American community.
9. Have reliable transportation, valid California driver's license and be insurable through the Tribe.
10. Be willing to pursue advanced certifications/graduate level studies to upgrade job skills.
11. Must successfully complete a background investigation and pre-employment drug/alcohol screening.

DESIREABLE QUALIFICATIONS:

1. A valid California K-12 Teaching Credential
2. A valid California K-12 Administrative Credential
3. Two or more years of K-12 Classroom teaching experience
4. Two or more years of Educational Leadership experience

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of the principles and techniques of small group and individualized instruction.
2. Knowledge of the principles and techniques of behavioral management.
3. Knowledge of current trends in educational methods for individuals with exceptional needs.
4. Skills to analyze data, identify alternatives and inform instruction.
5. Basic knowledge of the research-base as it relates to Native American Learning preferences and styles.
6. Basic knowledge of early childhood mild learning disabilities and interventions.

7. Knowledge of Tribal Governance systems and Tribal sovereignty.
8. Computer literate in MS Office. Excel, Power-Point and the use of Web-based Resources.
9. Develop and maintain effective working relationships with individuals and groups.
10. Ability to communicate effectively in both oral and written form.

WORKING CONDITIONS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally the position requires near and far vision in proofreading correspondence and work related documents. Acute hearing is required. Typically office work setting conditions. Frequently must be able to lift up to 10 pounds, normally must be able to lift up to 40 pounds, and occasionally must be able to lift up to 50 pounds. This job also may require the use of a vehicle, and an employee must be able to have those repetitive motions and coordination associated with operating a motor vehicle.

This position reports to:	Tribal Administrator
Salary:	Pay Range: 49: \$26.17- \$33.50/HR/ Paid Bi-Weekly/ Non-Overtime Eligible
Hours:	Monday-Friday 8:00AM – 5:00PM Hours may vary
Benefits:	Medical, Dental, Vision, Flexible Spending Plan, PTO & 401K participation.

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT (TITLE 25, U.S. CODE SECTIONS 472 AND 473)