



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB POSTING

Opening Date: 8/17/2016

Closing Date: 8/23/2016

Position Title: Temporary GED Teacher of Record

Department: Towanits School

Work Schedule: Part-Time/ Monday-Friday

Wage Rate: Pay Range 41: \$21.48-\$27.50/HR/ Overtime Eligible

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

- Completed Application
- Proof of Bachelor's Degree
- If claiming Tribal Preference please provide proof of Tribal Identification
- If claiming Veteran's Preference please attach DD214

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 N. Reservation Rd. Porterville, CA 93257

JOB DESCRIPTION

POSITION: GED Teacher of Records

WORKSITE: Tule River Justice Center
129 S. Reservation Rd.
Porterville, CA 93257

GENERAL POSITION DESCRIPTION

This position will provide adult education instruction in basic skills, GED preparation and life coping skills and administer the GED test and High School Exit Exams. This position is under the direct supervision of the Education Superintendent/Principal.

DUTIES AND RESPONSIBILITIES:

1. Instruct and record GED test.
 2. Instruct and record California High School Exit Exams (CAHSEE).
 3. Assess individual skill levels and develop individual learning plans.
 4. Conduct classes.
 5. Evaluate student progress and adjust learning plans as needed.
 6. Maintain accurate program records.
 7. Evaluate and recommend appropriate curriculum materials.
 8. Identify eligible participants with the assistance of Education Center staff.
 9. Submit written monthly reports to the Education Director
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QUALIFICATIONS:

1. Must have at least a Bachelor's degree in related fields of learning.
 2. Must have at least two years teaching experience.
 3. Must possess a valid California Driver's License and be insurable through the Tribe.
 4. Prefer some experience in computer assisted instruction.
 5. Must successfully complete a pre-employment background investigation and Drug/Alcohol screen.
 6. Must enjoy working with students.
 7. Ability to provide positive encouragement and a pleasant atmosphere to enhance student achievement.
 8. Must be organized and self-motivated.
 9. Must be dependable and able to work flexible hours.
 10. Must have knowledge of teaching methods and curriculum for elementary, secondary and adult instruction.
 11. Will continue training and attend conferences for development of knowledge of Indian specific teaching techniques and curriculum materials.
 12. Must have minimum one year sobriety.
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PHYSICAL REQUIREMENTS:

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 30 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: Education Superintendent/ Principal

Salary: Pay Range 41: \$21.48-\$27.50/ HR
Paid Bi-Weekly/ Overtime Eligible

Hours: Part-Time/ Monday-Friday (Hours May Vary)

Benefits: None

PREFERANCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE TULE RIVER INDIAN PREFERENCE ORDINANCE; VETERANS PREFERENCE