



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 N. Reservation Road, Porterville, CA 93257

JOB DESCRIPTION

POSITION TITLE: Program Specialist

WORKSITE: Towanits School

310 North Reservation Road

Porterville, CA 93257

GENERAL POSITION DESCRIPTION

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

DUTIES AND RESPONSIBILITIES:

1. Assist with the preparation of monthly reports, coordinate and plan meetings and appointments, schedule trips and make reservations.
 2. Prepares check requests, maintain files of the TEP program and participants, and provide any other private or public agencies when appropriate. Take and prepare minutes of the Education Committee meetings.
 3. Operate computer and other office equipment as necessary to carry out the objectives of the program.
 4. Responsible for inventory and control of the Tribal Education Program (TEP) supply items.
 5. Submit written monthly reports to the Education Director.
 6. Work with the Administrative Assistant of the Tule River Indian Study Center to insure TEP participant information is accurate.
 7. Perform other duties as assigned by the Education Director pertaining to TEP.
 8. Visit prospective college students.
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QUALIFICATIONS:

1. Graduation from a two year accredited community college with education or business background. (Relevant employment experience may be substituted for formal education on a year to year basis.)
2. Two years experience in a business or administrative environment.
3. Able to relate culturally and work effectively with the Native American community, Tribal Government, the public and private sectors.
4. Must have strong interpersonal skills and ability to work independently.
5. Must have reliable transportation, and vehicle insurance.
6. Must possess a valid CA Driver's License and be insurable through the Tribe's insurance.

7. Must be willing to upgrade job skills through training or college coursework to keep abreast of changing coursework requirements for college/vocational prerequisites.
 8. Must successfully complete a pre-employment drug/alcohol screen and background investigation.
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KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of the principles and techniques of individualized instruction.
 2. Knowledge of the principle and techniques of behavioral management.
 3. Knowledge of current trends in educational methods for individuals with exceptional needs.
 4. Ability to establish and maintain a program of instruction and learning for exceptional individuals.
 5. Skills to consider and analyze data and alternatives and take appropriate action.
 6. Knowledge of state curriculum and instruction standards related to young children, the Desired Results System, the Desired Results Development Profile access, and barriers to the inclusion of children with disabilities in the regular preschool program.
 7. Knowledge of current trends in educational methods for individuals with exceptional needs as applied to young children with special needs.
 8. Knowledge of early childhood special education accountability efforts and data related to programs in the region.
 9. Knowledge of requirements and services of early childhood education programs that serve children with disabilities, such as Head Start, State Preschool, and children's center-based programs.
 10. Knowledge of principles and techniques of behavioral management.
 11. Knowledge of laws/ regulations.
 12. Knowledge of funding.
 13. Knowledge models for serving young children with disabilities and their families.
 14. Skills to establish and maintain a program of instruction and learning for exceptional needs.
 15. Ability to maintain current needs assessment information about early childhood special education programs.
 16. Skill to adapt and ensure that training and technical assistance content and activities are available and appropriate to programs serving young children with disabilities and their families.
 17. Skill to utilize a computer.
 18. Develop and maintain effective working relationships with individuals and groups.
 19. Ability to communicate effectively in both oral and written form.
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PHYSICAL REQUIREMENTS:

Position requires balancing, bending, crouching, kneeling, reaching, and standing. Exposure to adverse weather conditions and temperature extremes. Exposure to wet and/or slippery surfaces. 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 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 and is able to work in/near active vehicular traffic. This position also requires tasks that require strenuous physical exertion.

This position reports to: Education Director

Salary Range: Pay Range 26: \$14.83/ HR/ Overtime Eligible

Hours: Monday-Friday/ 8:00AM-5:00PM/ Overtime as needed

Benefits: Medical, Dental, Vision, Flexible Spending Plan, PTO & 401(K).

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT; VETERAN PREFERENCE



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JOB POSTING

Opening Date: 10/17/2016 Closing Date: 10/31/2016

Position Title: Program Specialist

Department: Towanits School

Work Schedule: Monday-Friday 8:00AM-5:00PM

Wage Rate: Pay Range: 26 \$14.83/Hr./ Overtime Eligible

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

- Completed Application
- Associates 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.

Updated: 5/4/2016

