



PECHANGA BAND OF INDIANS

Pechanga Indian Reservation

Post Office Box 1477 • Temecula, CA 92593
Telephone (951) 770-6000 Fax (951) 695-1778

JOB ANNOUNCEMENT

POSITION TITLE:	<u>Education Support</u> Counselor	OPENING DATE:	<u>April 3, 2024</u>
CLASSIFICATION:	<u>Full-Time</u>	FILING DEADLINE:	<u>April 12, 2024</u>
STATUS:	<u>Non-Exempt</u>	DEPARTMENT:	<u>Education Support</u>
RATE OF PAY:	<u>DOE</u>	SUPERVISOR:	<u>Ed. Counseling & Resource Manager</u>

HIRING PREFERENCE POSITION CATEGORY:	B
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SUMMARY:

The Education Support Counselor under the direction of Educational Counseling and Resources Manager provides support to students and their parents in matters pertaining to the quality of their education. The Education Support Counselor will support activities and academic interventions that will further enhance the academic, social, and emotional health of Pechanga children and their families. The Education Support Counselor will also assist families with excessive absences and help them regain academic grade level while increasing attendance.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Identify factors impeding individual students social, psychological, or emotional needs in order to refer to appropriate services
- Recognize if there are learning difficulties or related problems which inhibit normal educational development in order to refer to appropriate services
- Confer with parents or guardians, teachers, administrators, and other professionals to discuss children's progress
- Act as an advocate in SST, IEP and 504 plan meetings
- Assist in the development and planning of appropriate educational and behavioral goal, objectives, and /or accommodations, as needed
- Create a system to track student attendance for all tribal students to ensure early intervention with tribal resources
- Collaborate with all staff to organize tribal wide positive incentive programs to decrease truancy rates
- Maintain knowledge of current state, federal, and tribal truancy codes
- Work with parents and community partners to coordinate services for Pechanga students
- Develop and implement positive attendance interventions
- Communicate with teachers and parents to ensure student is receiving attendance support in their school setting
- Attend Student Attendance Review Board (SARB) and Chámmakilawish Pechanga School Board attendance meetings to ensure the child is receiving adequate educational support and interventions.
- Process and maintain a variety of sensitive and confidential material.

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of Indians applies Indian preference in employment. It is the policy of the Pechanga Tribal Government to give preference in hiring, promotions, and transfers into vacant positions to qualified applicants in the following order: 1) Pechanga Tribal Members; 2) Pechanga Tribal Member Spouses; 3) non-member American Indians. At-Will Employment: Employment with the Pechanga Tribal Government is at-will and can be terminated with or without cause, and with or without notice, at any time, either at the option of the employee or the Pechanga Tribal Government. Drug Testing: The Pechanga Tribal Government is a drug-free workplace. All employees are subject to drug testing. Background Investigation: All candidates and employees may be subject to a background investigation.

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- Bachelor's degree from an accredited college or university with major course work in education, social sciences, or related discipline, plus relevant experience in case management **required**.
- Counseling credential or related credential **required**
- Legal knowledge, specifically of Student Study Team (SST), Individual Educational Plan (IEP) and 504 plans **required**
- Three to five years of teaching, counseling experience, or social services experience **required**
- Must be able to gather information through observation and interviewing, to determine or identify the students' problems and needs
- Computer proficiency with database management and MS office Word, Excel, Outlook, PowerPoint, and Publisher software **required**
- Must have to ability to complete all required documentation, meet appropriate deadlines, provide client follow-up, and complete outcome evaluations
- Work independently and handle multiple projects simultaneously
- Strong analytical skills and the ability to collect, interpret and analyze attendance data required
- **Must** have a valid driver's license and proof of insurance; and the ability to legally operate a motor vehicle
- Must have the ability to meet with clients inside and outside of the office
- Must have excellent oral and written communication skills, with strong proofreading abilities
- This position must comply with the Pechanga Tribal Government's Drug-Free Workplace Policy. This includes: pre-employment testing, post-accident or injury, and random testing
- Must successfully pass a pre-employment background investigation

BENEFITS:

The Pechanga Band offers a comprehensive and competitive benefit package for all full-time employees. Benefits include the following:

- **Paid Time Off** – Vacation, Sick and Holiday pay
- **Retirement** - 401(k) retirement plan with a generous employer match
- **Health & Wellness Coverage** - Medical, dental and vision coverage
- **Life and Long Term Disability** - \$25,000 employer paid life and Long Term Disability
- **Flexible Spending Accounts** – Healthcare and Dependent care reimbursement accounts
- **Supplemental Life and Accidental Death and Dismemberment (AD&D) Insurance**
- **Supplemental Coverage** – Disability, Accident, Cancer, Life, and Hospital Confinement
- **Legal Shield and Identity Shield**
- **Pet Insurance**
- **Education Reimbursement Opportunities** – For pre-approved specific, job related education
- **Employee Assistance Program (EAP)** – Face-to-face counseling, Legal assistance, Financial assistance, ID recovery, Tobacco cessation, Dependent care and Daily living resources, and Crisis consultation

COMPLETE JOB DESCRIPTION AND APPLICATIONS ARE AVAILABLE AT:

PECHANGA GOVERNMENT CENTER
12705 PECHANGA ROAD TEMECULA, CA 92592
WWW.PECHANGA-NSN.GOV

Send application and resume to: Email: HR@PECHANGA-NSN.GOV Fax: 951-587-2209

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