



PECHANGA BAND OF INDIANS

Pechanga Indian Reservation

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Telephone (951) 770-6000 Fax (951) 695-1778

Tribal Chairman:
Mark Macarro

Council Members:
Raymond J. Basquez Jr.
Catalina R. Chacon
Marc Luker
Robert "R.J." Munoa
Joseph Murphy
Michael A. Vasquez

Tribal Secretary:
Louise Burke

Tribal Treasurer:
Amy Minniear

JOB DESCRIPTION

POSITION: Education Support Counselor
STATUS: Non-Exempt
CLASSIFICATION: Full-Time
DEPARTMENT: Education Support
SUPERVISOR: Education Counseling and Resources Manager
POSITION CATEGORY: B
RATE OF PAY: DOE

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

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.

- 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
- Must adhere to all policies and procedures of the Pechanga Tribal Government.

The list of duties and responsibilities above is not an exhaustive list. In addition to the duties and responsibilities listed above, the employee will be required to perform other job-related duties, as assigned, that are consistent with the employee's job position and qualifications.

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.

KNOWLEDGE, SKILLS AND ABILITIES:

- Experience with handling confidential and/or sensitive information and have the ability to maintain strict confidentiality
- Must be knowledgeable of community resources and counseling practices
- Knowledge of educational case management
- Knowledge of local, state, and federal standards, legislation, and requirements associated with social work and Tribal communities especially ICWA

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- Knowledge of community resources providing social services and protection for Tribal families
- Knowledge of socio-economic, cultural patterns, and associated backgrounds to Tribal customs
- Must have the ability to speak with others and convey information effectively
- Must possess the ability to establish and maintain effective working relationships with clients, staff, and community.
- Awareness of symptoms/problems related to alcoholism and drugs, and how to advise families on assistance/intervention
- Interpersonal skills, using discretion, patience, and courtesy
- Effective and appropriate Public Relation techniques
- Excellent interpersonal skills, tact, patience, flexibility, and ability to deal with change with little notice
- Ability to maintain a professional demeanor at all times
- Ability to work independently with a strong sense of focus and with a clear sense of boundaries
- Ability to work in a variety of settings with culturally-diverse families and communities, and with the ability to be culturally sensitive and appropriate
- Must be able to manage multiple projects and properly prioritize workload and have the ability to adapt to change

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to sit, and talk or hear. They must be able to speak the English language, speak clearly so listeners can understand and understand the speech of another person. The employee is occasionally required to use hands to finger, handle, feel or grasp objects; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds and occasionally stand on step ladders.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is required to be able to see the differences between colors, shades and brightness and be able to see details that are less than a few feet away.

This is largely a sedentary role that includes sitting for extended periods of time; however, handling and managing documents and files is required. This would require the ability to lift files, open filing cabinets and bend, stoop or stand as necessary.

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WORK ENVIRONMENT:

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

This job operates in an office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The noise level in the work environment is usually quiet while in the office and moderately noisy during events, General Membership meetings and when outdoors.

Employee's acknowledgement: I acknowledge by my signature below, that the duties listed on this job description represent those tasks falling within my immediate responsibility. I understand that the Pechanga Tribal Council has the right to change this job description at any time with or without prior notice. I further understand and agree that my employment relationship with the Pechanga Tribal Government is a consensual commercial relationship taking place on tribal land within the Pechanga Indian Reservation and, as such, is subject to the jurisdiction and sovereign laws of the Pechanga Band of Indians.

Signature of Employee

Date

Print name of employee

Signature of Employee's Manager

Date

Print name of employee's manager

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