



PECHANGA INDIAN RESERVATION

Temecula Band of Luiseño Mission Indians

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

JOB ANNOUNCEMENT

POSITION TITLE:	<u>Resource Specialist</u>	OPENING DATE:	<u>September 1, 2021</u>
CLASSIFICATION:	<u>Full-Time</u>	FILING DEADLINE:	<u>Until Filled</u>
STATUS:	<u>Exempt</u>	DEPARTMENT:	<u>Pechanga School</u>
RATE OF PAY:	<u>DOE</u>	SUPERVISOR:	<u>Principal</u>

HIRING PREFERENCE POSITION CATEGORY:	B
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SUMMARY:

Under direction, teach and instruct elementary level students who require specialized assistance in academic, social, and behavioral skill areas; plan, develop, organize, and assist in the operation of a comprehensive Individualized Educational Program (IEP) for students; assist instructional personnel responsible for students with learning difficulties in making an appropriate adjustment to an educational program requiring an increased level of independence; perform other related functions as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Teach and instruct students with special learning needs in subject matter areas, auditory and visual perceptual training, and fine and gross motor skill development.
- Utilize an adopted course of study, and curriculum and instruction guidelines.
- Use program instruction guidelines and other materials to develop lesson plans and teach outlines designed to assist students in need.
- Utilize a variety of specialized methodology in teaching and instructing students and in providing assistance to other instructional personnel, including remedial instruction, and activity participation using a variety of educational equipment, materials, books, and learning aids.
- Review, analyze, and evaluate the history and background of special students, and assist instructional personnel in the assessment of students.
- Design educational programs to meet individual learning needs and assist in implementing the various educational processes.
- Individualize instructional processes, adapt instructional delivery systems.
- Employ a variety of behavior management strategies and techniques, including behavior modification, reinforcement, and other positive behavior shaping processes.
- Assist in the coordination of the individual education planning team (IEP).
- Review, analyze, and evaluate student academic, behavioral and social growth.
- Record and report perceptions of student progress, and recommend changes to students' individual educational plans.

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of Luiseno 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.

- Counsel, confer, and communicate with parents and instructional personnel concerning student progress and the interpretation of students' individual educational programs (IEP).
- Arrange with regular classroom teachers for the placement of students with the school.
- Take direction from the school Principal.
- Must adhere to all policies and procedures of the Chámmakilawish School and Pechanga Tribal Government.

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- Five years of successful full-time teaching experience preferred, including two years of experience in programs for special students.
- **Must** possess a Baccalaureate or higher degree, with emphasis in special education, instructional processes, or subject matter fields commonly taught in the elementary grades.
- Current California credential authorizing service as a resource specialist, including regular and special education credentials, and a resource specialist certificate **required**.
- 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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