



PECHANGA INDIAN RESERVATION

Temecula Band of Luiseño Mission Indians

Post Office Box 1477 • Temecula, CA 92593
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
Russell "Butch" Murphy
Michael A. Vasquez

JOB DESCRIPTION

POSITION: Resource Specialist
STATUS: Exempt
CLASSIFICATION: Full-Time
DEPARTMENT: Pechanga School
SUPERVISOR: Principal
POSITION CATEGORY: B
RATE OF PAY: DOE

Tribal Secretary:
Louise Burke

Tribal Treasurer:
Robyn Defino

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.

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.

- Record and report perceptions of student progress, and recommend changes to students' individual educational plans.
- 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.

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:

- 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.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of principles, theories, techniques, and strategies pertaining to the teaching and instruction of students with multiple learning abilities.
- Knowledge of child growth and development and behavior characteristics of elementary aged, special education students.
- Knowledge of educational curriculum and instructional goals and objectives, and the educational trends and research findings pertaining to students within special education.
- Knowledge of behavior management and behavior shaping strategies, techniques, and methods, and conflict resolution procedures.
- Ability to plan, organize, develop, and assist in the conduct of a comprehensive remedial instructional program for students.
- Ability to establish long-range objectives and specify strategies and actions to achieve them.
- Ability to develop constructive and cooperative working relationships with others, and maintain them over time.

<p><u>Hiring Preference:</u> 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. <u>At-Will Employment:</u> 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. <u>Drug Testing:</u> The Pechanga Tribal Government is a drug-free workplace. All employees are subject to drug testing. <u>Background Investigation:</u> All candidates and employees may be subject to a background investigation.</p>
--

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 30 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.

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 classroom setting and office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines and occasionally works near moving mechanical equipment. The noise level in the work environment is usually quiet while in the classroom, or moderately noisy to loud when working on projects or during events, and moderately noisy to loud when outdoors and/or during school programs.

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.

_____	_____	_____
Signature of Employee	Date	Print name of employee
_____	_____	_____
Signature of Employee's Manager	Date	Print name of employee's manager

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.