



EMPLOYMENT OPPORTUNITIES

Job Title: K-12 Student Advisor

Closing Date: Open Until Filled

DEADLINE: Attach any required documents, i.e., Transcripts, Certificates, diploma and Motor Vehicle Record, to your online application by midnight on the closing date. Late Applications or documents will not be considered.

Job Number: 27-001

Job Type: Full-Time Regular

Department: Tribal Education Department

City: Chandler

Location: 7050 W. Allison Rd.

Area of Interest: Education

Salary Rate: \$42,123.20 - \$52,123.20

Tribal Driving Permit Required: Yes

DISTINGUISHING FEATURES OF THE CLASS:

The K-12 Student Advisor provides assistance to meet the unique and specialized educational needs of Native American children at certain site-based, off Community schools. The K-12 Student Advisor works closely with students and parent/guardian/family to ensure the student is successful academically. This position provides students with various opportunities; leadership, academic and vocational. The K-12 Student Advisor acts as a liaison between the student/family and the school.

ESSENTIAL FUNCTIONS:

- Monitor student academic performance including attendance, discipline, grades, etc.; identify student challenges to academic performance such as truancy, discipline, grades, home issues, etc.; work with student/family/school to overcome challenges interfering with academic performance including home visits, discipline hearings, Children's Court Truancy Petitions, teacher meetings, etc.
- Provide mentoring services to GRIC students to help them understand their personal, educational, cultural needs, etc.; guide students to find solutions to their challenges.
- Act as a liaison between school, families, the Community, and other entities; work with stakeholders to improve services provided to students, to improve the K-12 Program, and to improve the student's academic experience.
- Maintain written and verbal communication with school/student/families/Tribal Education Department/other entities, which includes completion of student communication logs and other student files; complete quarterly K-12 Student Advisor reports according to instructions by due dates; Monitor student and family contacts; communicate issues with GRIC supervisor and school personnel as appropriate; attend required school and GRIC staff meetings.
- Monitor signs of child abuse/neglect; identify and report incidents of child abuse and neglect to authorities including school official(s), Child Protective Services both on and off reservation.
- Participate in staff development activities, which include conferences, trainings, and workshops.
- Perform other related duties as assigned.

REQUIRED KNOWLEDGE, SKILL AND ABILITY:

- Knowledge of academic advisement techniques and ethics.
- Knowledge of student development techniques.
- Knowledge of and sensitivity to the economic, educational and social needs of Native American children and families, resources available to meet those needs, and of the Gila River Indian Community and its culture.
- Knowledge of methods and practices used in organizing and prioritizing work to complete tasks in a timely manner.
- Knowledge of Federal, State, and local laws which includes policies and procedures pertaining to the assigned school site.
- Ability to analyze problems relating to students' educational, social, economic, and cultural needs.
- Ability to develop an appropriate plan of action regarding treatment and/or referrals.
- Ability to express ideas clearly, both orally and in writing.
- Ability to prepare detailed written reports as required.
- Ability to make sound decisions and demonstrate good judgment.
- Ability to understand and communicate oral and written instructions.
- Ability to adjust work hours to meet program needs when necessary.
- Ability to maintain and establish effective working relationships with other employees, Community Officials and the public.
- Ability to perform all physical requirements of the position; agree to maintain a drug-free workplace.

REQUIRED EDUCATION AND EXPERIENCE:

- Associate's degree or sixty (60) college credit hours from an accredited college or university in Education, Social Services, Psychology, or closely related field and one (1) year experience in student support, or customer service which involved working with youth/students; Or
- Three (3) years' experience in student support, or customer service which involved working with youth/students.
- Bachelor's degree from an accredited college or university in Education, Social Services, Psychology, or closely related field is preferred.

ADDITIONAL REQUIREMENTS:

- Required to pass a background check and fingerprint clearance as a condition of employment and must continue to maintain throughout duration of employment.
- Background checks are required for positions that involve regular contact with or control over Community Children in accordance with ***The Indian Child Protection and Family Violence Prevention Act, 25 U.S.C. Sections 3201 through 3210 and C.F.R. Part 63*** and positions that have regular contact with the Elderly.
- Require mandatory reporter pursuant to Title 7, Chapter 2 (7.205), B.
- Required to attend Title 7 Mandatory Reporting training on a yearly basis.
- Copy of current Fingerprint Clearance Card must be provided when applying for this position.
- Required to obtain a Tribal Operator's permit. Valid state driver's license with **a current** proof of driving record for the past 39 months will be required to qualify for a tribal driving permit. **Proof of driving record must be submitted with application and must not be more than 60 days old from the date of submission of the application.**

Non-Supervisory, Salaried Position
Reports to Director or designee

BENEFITS:

The Gila River Indian Community offers a comprehensive benefits package, which includes; vacation, holiday, and sick leave as well as medical, dental, vision, life, short and long term disability benefits.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the ***Indian Preference Act (Title 25, U.S. Code, Section 472 and 473)***. The Gila River Indian Community is also committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Gila River Indian Community is an Equal Opportunity Employer.

If you are claiming Preference in one or more of the following categories please attach a copy of the required documentation to the completed Employment Application.

Preference for Community Members (with proof of enrollment)

Preference for Native Americans (must meet membership requirement of a federally recognized Tribe.)

Preference point for Spouse of Community Member (with proof of spouse enrollment)

Preference point for Veteran (must meet statutory requirements)

HUMAN RESOURCES WILL NOT MAKE COPIES OF APPLICATIONS OR DOCUMENTS BEING SUBMITTED.

Visit our GRIC website and apply online: **www.gilariver.org**