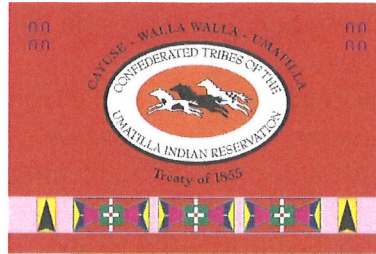


CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION
46411 TIMÍNE WAY, PENDLETON, OR 97801
(541) 276-3570 FAX (541) 276-9060



READVERTISED

POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE: Special Education Coordinator

SALARY: Pay Range: 6-7
\$38,085.96-\$53,870.04 annual DOE/DOE

DEPARTMENT: Department of Education

LOCATION: Mission, Oregon

EMPLOYMENT STATUS: Full Time with benefits package
Covered Status
Background check required.
Non-Exempt

SUPERVISED BY: Youth Services Manager

OPENING DATE: October 4, 2024

CLOSING DATE: October 25, 2024

CTUIR MISSION STATEMENT

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the Treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

GENERAL STATEMENT OF DUTIES

The Special Education Coordinator will serve as a special education staff and student support for the CTUIR Education Programs.

EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. Provide support to staff and students for early intervention and prevention of learning difficulties.
2. Participates, as requested, in the development with parent/guardian and school/program administrators Individual Family Service Plans (IFSP) and Individual Education Plans (IEP's). Understands and engages in collaborative work with general education personnel to improve achievement and growth for all students.
3. Make regular contact with students and parents to encourage parental support in relation to education goals and ensure student academic success.
4. Compile and maintain accurate student data for the program's quarterly reports and annual grant reporting.
5. Work collaboratively with tribal education and school staff, students, and parents for student support. Provide referrals to appropriate programs and monitor referral progress.
6. Collaborate with local, state, and regional organizations to expand services/opportunities to students with special needs.
7. Serve as a liaison between parents/guardians and education programs; facilitate communication and attend meetings as requested.
8. Assist parents in developing skills to more effectively advocate for their children and access program and community resources to enhance student achievement.
9. Promote parent involvement in activities as appropriate.
10. Assume a fair share of responsibility for general program activities that at times may go beyond the regular hours including attending staff meetings, other meetings as requested, and other job-related duties as assigned by the Youth Services Manager and the Education Director. Must be flexible with work hours.
11. Maintain, demonstrate, and present a positive and supportive attitude about job roles and responsibilities.
12. Refer students to available community agencies and resources to meet their needs as indicated by consultation with other program staff and school officials. This may require at-home visits to ensure that children and parent/guardian fill out appropriate paperwork for services.
13. Attend appropriate special education conferences, child development training sessions, staff meetings, assisting with Youth Services events, workshops, and meetings to maintain professional standards.

SUPERVISORY AUTHORITY: none

SIGNATORY AUTHORITY: none

ACCESS TO SENSITIVE AREAS: none

REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)

1. Associate degree **OR** High School Diploma PLUS documentation of three years of positive experience working with children and youth in the special education field.
2. Must possess excellent verbal and communication skills.
3. Must be able to work in coordination with families, Tribal Government, and School Districts to give complete services to students.
4. Must have excellent interpersonal and organizational and computer skills.
5. Must have strong public speaking and networking abilities to keep the community informed of educational services provided by the school and CTUIR.
6. Must be able to perform the job duties and functions of this position.

7. Must be flexible with work hours and able to work extended hours (after school, weekends, summer breaks, etc.) based on the needs of students.
8. Must be able to work with a diverse group of people.
9. Must possess excellent listening skills when working with students and families.
10. Receive and attend additional training relating to the position as required.
11. Must have a valid state driver's license and meet tribal insurance requirements to drive GSA/tribally owned vehicles.

PHYSICAL DEMANDS:

1. Ability to use standard computer programming such as Microsoft Suite (Word, Excel, PowerPoint, Outlook)
2. Ability to stand and walk around for long periods of time.
3. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.
4. Ability to lift up to 25 lbs. for records or other material in storage containers/totes/boxes, over the head.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker's ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code."

SELECTION PROCESS:

Tribal Personnel Policies Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
2. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source and shall apply to all classes of positions referenced in §3.05.
4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicants who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a “Drug Free Workplace Policy” and will conduct Pre-Employment Drug Testing. A pre-employment drug test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies Manual.

APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until 4:00 P.M., on the posted closing date as found on Page 1 of this announcement, or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE “REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL” BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed CTUIR’s Supplemental Application Form if applicable.
5. High School Diploma/GED or copy of official college transcripts (if applicable).
6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
7. Veteran’s preference: Must provide proof of honorable service and discharge or completed Form DD214.

APPLICANT RESPONSIBILITY

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

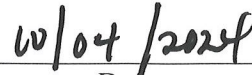
OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation
Office of Human Resources
Staffing and Onboarding
46411 Timine Way
Pendleton, OR. 97801
Phone: (541) 276-3570 or Fax: (541)276-9060

To be considered, the application package must be post marked by the closing date.



Approved: Patricia Farrow, Staffing & Recruitment Specialist,
Office of Human Resources



Date

Applicant Review and Acknowledgement

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

Applicant Signature

Date