POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE: General Education Diploma (GED) Instructor/Coach and Summer Youth Coordinator

SALARY: Pay Range: 6
$32,376 to $50,232 annual

DEPARTMENT: Departments of Education

LOCATION: Cay-Uma-Wa Education Center and Nixyaawii Governance Center, Mission, Oregon, Confederated Tribes of the Umatilla Indian Reservation

EMPLOYMENT STATUS: Full Time with benefits package
Nonexempt
Covered Status *(background check required)*

SUPERVISED BY: Higher Education Manager

OPENING DATE: August 25, 2020

CLOSING DATE: Open Until Filled, First review September 16, 2020

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 primary role of the GED Instructor/Coach is to support and enhance learning and training opportunities for CTUIR residents by building an active and effective partnership with CTUIR programs and outside agencies to better assist the needs of the students. The GED Instructor/Coach will work with Tribal students who are working toward attaining a General Education Diploma, Basic Education and other educational resources that
will assist them to achieve their individual goals. The GED Instructor/Coach will be responsible for teaching or otherwise providing specific courses including, but not limited to: General Education Development (GED), Adult Basic Education (ABE) will monitor in-class and online students.

EXAMPLES OF JOB DUTIES & RESPONSIBILITIES

1. Collaborate with Department of Children and Family Services (DCFS), Tribal Vocational Rehabilitation (TVR), Human Resources (HR), Tribal Employment Rights Office (TERO), Yellowhawk Tribal Health Center and Wildhorse Casino and Resort, staff for Native students to assist in navigating the General Education Development (GED), Adult Basic Education (ABE).

2. Coordinate, encourage, guide and instruct the activities:
   a. Encourage and guide students to pre-test in the following subjects: Mathematical Reasoning, Reasoning Through Language Arts, Science, and Social Studies.
   b. Facilitate classes in CTUIR community online and in-class.

3. Advocates for students in a compassionate manner.

4. Develops, coordinates and integrates resources and initiatives that promote and enhance student success in attaining a GED.

5. Continually recruit students that require a GED. Establish and maintain a database of eligible students.

6. Provide tutorial resources to students in person or by appointment basis.

7. Ability to leverage technology for optimum efficiency and end user satisfaction.

8. Requires a flexible schedule to meet student needs such working hours during special activities, work weekends and evenings.

9. Provide leadership in organizing transition classes for general education diploma and high school students to become successful in their endeavor for higher education, e.g. summer classes in writing and math.

Responsible for data entry for CTUIR Adult Basic Education/General Education student files. Coordinate attendance and test scores to programs within CTUIR.

10. Summer Youth Coordinator job duties:

   o Must work with potential students/parents and CTUIR departments and enterprises in a professional manner.
   o Must contact managers/supervisors within CTUIR and to solicit for job opportunities and internships with appropriate job requirements and job descriptions.
   o Assists in applications for the Summer Youth Employment /Internship Programs are complete with all relevant materials included.
   o Responsible for getting applications out in a timely manner.
   o Responsible for informing applicants of job openings and details such as duties and responsibilities, schedules, and working conditions.
   o Responsible for instructing and conduct job applicants in presenting a positive image by providing help with resume writing, personal appearance, and interview techniques.
   o Responsible for conducting, coordinate workshops, volunteering opportunities and demonstrate the use of job listings to assist applicants with skill building for students.
Perform reference checks and prepare and submit background checks for applicants.
- Responsible for coordinating all worksite placements.
- Responsible for coordinating supply orders for programs, events and trainings.
- Submit a weekly, monthly and year-end report to Higher Education Manager that demonstrates statistical and narrative information on the program services.
- Plan and coordinate for year-end/program end activities.
- Prepares and processes purchase requisitions for Higher Education and Summer Youth programs.

SUPERVISORY AUTHORITY:

Summer Youth Employees

SIGNATORY AUTHORITY:

Training Documents, staffing assignments for Summer Youth Program Applicants.

ACCESS TO SENSITIVE AREAS:

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

1. Master’s Degree in Education or Adult Education preferred. One year working with Native Americans in high school, college or non-traditional students.
2. Bachelor’s Degree and three years of experience working with Native Americans in high school, college or non-traditional students and/or two years teaching Native American students.
3. Knowledge and understanding of General Education Diploma (GED) subjects and testing requirements.
4. Must have strong interpersonal and communication skills, including the ability to communicate effectively, orally and in writing, through concise reports, memoranda, directives, emails and letters. Must possess and demonstrate good writing, spelling, proofing, grammar and punctuation skills.
5. Must be a highly motivated self-starter. Demonstrate ability to work effectively with minimal supervision. Ability to work with team or alone
6. Must have the ability and interest to greet the public and handle difficult situations in a professional and courteous manner.
7. Ability to work evenings as necessary to provide classes so that working adults can access them.
8. Knowledge and proficiency in computers, especially Microsoft Office Applications. Knowledge of computers and other office technological equipment must be kept current by attending trainings as directed by supervisor.
9. Demonstrated ability to handle multiple projects/assignments with a high degree of accuracy and timeliness.
10. Demonstrated ability to understand financial budgets
11. Must have a valid state driver’s license, reliable transportation, and meet Tribal insurance requirements.
12. Ability to understand, integrate, and address the needs of CTUIR in providing a strong supportive program for the academic success of Native American students in the GED program.

PHYSICAL DEMANDS:

1. Ability to use standard computer programming such as Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.)
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 50 pounds of records 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 section 3.06.

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. Applicant’s 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 and Procedures Manual.

APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until at 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 (both sections, 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, application package must be post marked by the closing date.

[Signature]
Approved: Assistant Director, Office of Human Resources

Date 8.25.2020
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