

The SHOSHONE-BANNOCK TRIBES

FORT HALL INDIAN RESERVATION
P.O. Box 306
Fort Hall, ID 83203



HUMAN RESOURCE DEPARTMENT
Phone: (208) 478-3856/(208) 478-3857
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JOB ANNOUNCEMENT

TITLE: SBTC Juvenile Teacher
DEPARTMENT: Corrections
SALARY: Negotiable
OPENS: October 11, 2021
CLOSES: October 22, 2021
CAREER STATUS: Non-Exempt – Conditional upon successful probationary evaluation & budget appropriations.

Attach ALL supporting documents, including: Tribal enrollment, honorable discharge, Educational attainment, professional certification, license, and other relevant documents to verify your eligibility for preference and your job qualifications. **INCOMPLETE APPLICATIONS MAY BE SCREENED OUT.**

GENERAL STATEMENT

The teacher shall tutor, provide services, and assist students with online coursework, current schoolwork, and/or homework provided by their school of enrollment. The teacher will work with the Tribal Youth Education Program (TYEP) to obtain work from these schools within various districts. The teacher will also work with 477 to assist students who are currently working on their GED.

SUPERVISION

The teacher will be under the direct supervision and will work in conjunction with the Administrator of Shoshone-Bannock School District #537, the Special Education Director and Corrections Specialist (Chief of Corrections) with some guidance from the Juvenile Administrator.

DUTIES AND RESPONSIBILITIES:

The essential duties/functions of this position will include but will not be limited to the following:

- The teacher must plan and implement an instructional program in the applicable subject matter area(s) and provide these to students who are incarcerated at the Justice Center.
- The teacher must use academic curriculum that is researched based, and that addresses the emotional needs of students under the emotional duress of incarceration.

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- The teacher will participate in the Professional Development work of Shoshone-Bannock School District #537. The teacher will be assigned to a content area professional learning community (PLC) as an adjunct/honorary member of the staff of Shoshone-Bannock School District.
- The teacher will participate in and model the skills of Positive Behavior Interventions and Supports (PBIS), and “Restorative Justice” approaches as practiced by the staff of Shoshone-Bannock School District #537.
- The teacher must establish and maintain classroom discipline in accordance with District Policies and Justice Center Policies.
- The teacher must provide an atmosphere where students are able and enthusiastic to learn.
- The teacher must attend all administrative meetings, unless given written permission not to attend by the Corrections Specialist and/or their designee.
- The teacher must maintain the equipment and inventory for the department in which the teacher is assigned, i.e., portable radio, laptop, cellular phone, and student Chromebooks.
- The teacher will comply with requests made by the School Administrator and the Corrections Specialist.
- The teacher must maintain a sensitive and positive relationship with the Shoshone-Bannock people, tribal employees, and other professional staff.
- The teacher must use good judgment, flexibility, imagination, patience, be realistic, optimistic, persevere, and establish and maintain positive relationships with students and professional staff.
- The teacher must demonstrate a high level of personal and professional conduct and trustworthy behavior at all times.
- The teacher must be able to adapt quickly to change(s).
- The teacher must project a professional attitude and appearance.
- The teacher will participate in all training related to justice center policies and procedures.
- The teacher must conduct themselves in a professional manner that will bring credibility to the Tribal Government and the Shoshone-Bannock School District Jr./Sr. High School.
- The teacher’s performance standard shall include but is not limited to;
 - a. An ability to maintain dependable attendance and reliability;
 - b. An efficient use of public communication skills to provide teaching;
 - c. Maintains contacts with parents;
 - d. An ability to establish and maintain effective working relationships with staff;
 - e. An ability to work independently with little supervision; and,

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- f. An ability to demonstrate knowledge of practices and procedures utilized in the teaching environment.
- The teacher's duties and responsibilities will include other activities directed by the School Administrator to carry out position functions. The teacher will participate in the Evaluation process of Shoshone-Bannock School District, and will subsequently be evaluated for *academic/instructional* performance by the District Administrator of SBSB #537. The teacher will maintain weekly contact with the District Administrator of SBSB #537, to address performance progress, and to discuss the progress of incarcerated students enrolled in SBSB #537.
 - The teacher will work at the Justice Center from 8 am – 5 pm with a one-hour lunch break. If there are no students at the Justice Center, the teacher will report to the Shoshone-Bannock Jr./Sr. High School. In addition, the teacher may be asked to go to schools in the American Falls, Blackfoot, and Pocatello School Districts in order to get documentation or school work for the students at the Justice Center.
 - The teacher will work at the Justice Center from 8 am – 5 pm with an hour for lunch when there are students there during the summer break.

MUST MAINTAIN STRICT CONFIDENTIALITY OF ALL INFORMATION PROCESSED THROUGH THE DEPARTMENT INCLUDING RECORDS, REPORTS, DOCUMENTS, CONVERSATIONS, ETC. A breach of confidentiality will be subject to appropriate disciplinary action, up to and including termination from employment.

QUALIFICATIONS

A Bachelor's Degree or Master's level degree from an accredited college or university in Special Education is preferred or working towards Special Education degree.

Certified in the State of Idaho as a Secondary Special Education teacher is preferred, certified in the State of Idaho as a Secondary Teacher in at least one subject area, or working towards being certified as a Special Education teacher.

Experience working with computers; a knowledge of WordPerfect and Excel is preferred.

Knowledge of the customs and traditions of the Shoshone-Bannock people.

Must have the ability to work with and around 6th – 12th grade students.

Must possess a valid Idaho driver's license and be insurable through the Tribes insurance carrier throughout employment.

A background investigation must be completed and acceptable under the provisions of the policies of the Shoshone-Bannock District #537, and the Indian Child Protection and Family Violence Protection Act. Permanent employment status will be contingent upon the results of a Criminal Background check.

Must participate in and pass an alcohol/drug screen.

Must demonstrate the ability to understand and follow laws, rules and regulations, resolutions, and policies.

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Employment history must demonstrate dependability, and teacher must demonstrate exceptional organizational capabilities.

Self-starter; complete tasks in a timely manner with the ability to work independently with little or no supervision.

Excellent verbal and written communication skills.

Ability to understand and execute a variety of complex written and oral instructions.

Works and communicates well with staff, students, and vendors to satisfy their expectations. Committed to quality services, shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others; relates well to different people from varied backgrounds and situations. Conducts self in positive professional manner and works as a team member, displays high level of effort and commitment toward work performance.

Must maintain high standards of honesty and integrity in all matters relating to employment with the Shoshone-Bannock Tribes; and is required as a condition of employment, to conduct oneself appropriately on and off the job, projects a professional attitude and appearance, and possesses public relation skills while representing the Corrections Department in a manner that brings credit to the Tribal Government.

Employment history must prove credibility, dependability, and exceptional organizational capabilities.

Qualified Shoshone-Bannock Tribal Member/Indian and Veterans preference will apply in compliance with the Shoshone-Bannock Tribes Personnel Policies and Procedures Manual Section 1260.

IMPORTANT APPLICATION CRITERIA

Applicants not living in the local area may submit a cover letter, resume, and supporting documents in lieu of an application as an initial statement of interest for a particular job announcement. However, the applicant must follow-up with an official tribal application.

A **completed** Tribal Employment application must be submitted to the Shoshone-Bannock Tribes, Human Resource Department, P.O. Box 306, Fort Hall, ID 83203, to be considered for any position within the organization. Applications are accepted until **5:00 P.M.** on the closing date.

Telephone calls are not accepted in place of an employment application or letter of interest.

When the position qualifications require a driver's license, education, or professional credentials, the applicant must submit copies of certificates, licenses, degrees and other supporting documentation. Applicants who do not provide supporting documents will be disqualified.

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Applicants who have a current application on file are required to submit a letter of interest for each position in which they want to be considered for. The letter should address how they meet each qualification. Supporting documents must also be submitted.

Veterans who have met the minimum qualifications and who provide documentation of an honorable discharge from any branch of military service are entitled to receive preference points during the interview process.

To verify Indian Preference Shoshone-Bannock Tribal member applicants must provide a copy of their tribal enrollment card. Non-enrolled members and other Indian tribal members must provide a Certificate of Indian Blood from their tribal enrollment office or from the Bureau of Indian Affairs.

Pre-employment applicants being considered for employment or a political appointment must submit to an alcohol and drug screening prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment with the Shoshone-Bannock Tribe. Applicants who test positive for alcohol or banned drugs will not be hired and will be ineligible for any type of employment with the Tribal Government for 90 days thereafter per the Shoshone-Bannock Tribes Substance Abuse Policy, Resolution PRSL-05-0732.

The Shoshone-Bannock Tribes will conduct a criminal and employment background check on new employees to ensure suitability for the position applied to.