

# 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 DESCRIPTION

**TITLE:** Health & Physical Education Teacher  
**DEPARTMENT:** Shoshone-Bannock Jr./Sr. High School  
**SALARY:** Negotiable  
**OPENS:** October 11, 2021  
**CLOSES:** Until Filled  
**CAREER STATUS:** Contract position

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**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.**

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### CONTRACT EMPLOYEE:

The selected applicant will be granted a provisional contract pending the outcome of drug and alcohol testing, and background check results pursuant to the Tribal Employment Ordinance, PL 101-630 the Indian Child Protection and Family Violence Prevention Act as amended, 25 CFR 63 regulations, and PL 101-647 the Crime Control Act of 1990.

### GENERAL STATEMENT

The teacher shall provide students with instruction in the applicable subject matter area(s). The teacher will focus on classroom instruction and the development of lesson plans of study in accordance with the approved education development plan.

### SUPERVISION

The teacher will be under the direct supervision of the Principal of the Shoshone-Bannock Jr./Sr. High School.

### DUTIES AND RESPONSIBILITIES

1. The teacher must plan and implement an instructional program in the applicable subject matter area(s) and submit weekly and/or unit lesson plans for review to Administration.
2. The teacher must establish and maintain classroom discipline in accordance with District Policies.

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3. The teacher must obtain and keep accurate student records, which include: grades, discipline referrals, parental contact log, etc.
4. The teacher must provide an atmosphere where students are able and enthusiastic to learn.
5. The teacher will sponsor or chaperone school activities or groups related to teacher's responsibilities.
6. The teacher must attend all administrative meetings and school activities/functions, unless given written permission not to attend by teacher's supervisor.
7. The teacher must develop curriculum tailored to students' individual needs.
8. The teacher must prepare necessary reports and paperwork to document and demonstrate student progress.
9. The teacher must maintain the equipment and inventory for the department in which the teacher is assigned.
10. The teacher will comply with requests made by the Principal, their designee, or School Board.
11. The teacher must maintain a sensitive and positive relationship with Indian people and other professional staff.
12. The teacher must use good judgment, flexibility, imagination, patience, be realistic, optimistic, persevere, and establish and maintain positive relationships with students and professional staff.
13. The teacher must demonstrate a high level of personal and professional conduct and trustworthy behavior at all times.
14. The teacher must be able to adapt quickly to change(s).
15. The teacher must project a professional attitude and appearance.
16. The teacher must maintain strict confidentiality of all student information processed through the Shoshone-Bannock Jr./Sr. High School, including records, reports, documents, conversations, etc. A breach of confidentiality will be subject to appropriate disciplinary action, including termination from employment.
17. The teacher must conduct her/himself in a professional manner that will bring credibility to the Tribal Government and Shoshone-Bannock School District Jr./Sr. High School.
18. The teacher's performance standard shall include but is not limited to;

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- 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,
  - f. An ability to demonstrate knowledge of practices and procedures utilized in the teaching environment.
19. The teacher's duties and responsibilities will include other activities directed by the Principal or their designee to carry out position functions.

### **QUALIFICATIONS**

1. A Bachelor's Degree or Master's level degree from an accredited college or university
2. Certified in the State of Idaho as a secondary education teacher.
3. Experience working with computers; a knowledge of WordPerfect and Excel is preferred.
4. Knowledge of the Fort Hall area, community, and the customs of its residents.
5. Must work well with school faculty and other personnel.
6. Must have the ability to work with and around 6<sup>th</sup> – 12<sup>th</sup> grade students.
7. Must have proof of a valid Idaho driver's license and be insurable through the Tribes insurance carrier.
8. 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.
9. Must participate in and pass the alcohol/drug screen.
10. Must demonstrate the ability to understand and follow laws, rules and regulations, resolutions, and policies.
11. Employment history must demonstrate dependability, and teacher must demonstrate exceptional organizational capabilities.
12. Self-starter; complete tasks in a timely manner with the ability to work independently with little or no supervision.
13. Excellent verbal and written communication skills.

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

Past employment must demonstrate exceptional organizational capabilities

Background investigation must be acceptable under the provisions of the policies of the Shoshone Bannock School District and Indian Child Protection and Family Violence Protection Act

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

**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.

Must conduct themselves in a professional manner that will bring credit to the Tribal Government.

Performance standard shall include but not be limited to:

- Ability to maintain dependable attendance and reliability
- Efficient use of public skills to provide quality customer service
- Ability to establish and maintain effective working relationship with staff
- Ability to work independently with little supervision
- Demonstrated knowledge of practices and procedures utilized in environment
- Duties and responsibilities will include other activities and areas as needed to carry out position functions.
- Must take and successfully pass a drug and alcohol test. Must also successfully pass an extensive background check and will be required to continually pass random alcohol and drug tests as a condition of employment.

### **IMPORTANT APPLICATION CRITERIA**

**Instructions:** You must turn in all supporting documents to be eligible for this position you are applying for.

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.

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

When the position qualifications requires a driver's license, education, or professional credentials, the applicant must submit copies of certificates, licenses, official college transcripts from an accredited college listing degrees earned and other supporting documents that verified required qualifications. Applicants who do not provide supporting documents will be disqualified.

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 (DD214) 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 (CIB) from their tribal enrollment office or from the Bureau of Indian Affairs (BIA).

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, Resolutions 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.

A completed Shoshone-Bannock Jr / Sr High School Employment application must be submitted to the Shoshone-Bannock Tribes Personnel Department, P.O. Box 306, Fort Hall, Idaho 83203. Applications are accepted until 5 p.m. on the closing date.