

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
(208) 478-3850/(208) 478-3750
Fax: (208) 478-3950

JOB DESCRIPTION

TITLE: STUDENT SUPPORT SPECIALIST
DEPARTMENT: 477 - TRIBAL YOUTH EDUCATION PROGRAM
SALARY: (\$15.92 - \$20.25) Grade 9-11/ Step 1
OPENS: November 28, 2022
CLOSES: December 9, 2022
CAREER STATUS: **NON-EXEMPT** – Conditional upon successful 90-day probationary evaluation and annual budget appropriations.

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

GENERAL PURPOSE:

The Student Support Specialist must demonstrate an ability to quickly establish rapport and communicate well with student and instructors. They must have a degree in the content area or a related subject area. A Student Support Specialist must provide individual and small group tutoring sessions in math and other subject areas.

SUPERVISOR:

Under the direction, evaluation, and supervision of the Tribal Youth Education Program Manager.

DUTIES AND RESPONSIBILITIES:

Provide support in individual and small group tutoring sessions.

Facilitate learning as a guide and coach to assist the student to become a successful, independent learner.

Facilitate an increase and enhancement in student mastery of concepts or applications of a specific course of study as presented by the course instructor.

Integrate effective study and learning strategies to maximize the student's potential for academic progress.

Assist Youth Education Liaison with Indian Club meetings and cultural/social activities.

STUDENT SUPPORT SPECIALIST

Approved 11/21/22 DA

Maintains ongoing communications and planning with students, teachers, school administrators, parents, liaison, manager, and other TYEP staff.

Participates in professional development opportunities.

Meets with liaison, teachers, and administrators to plan appropriate academic support for students.

Maintains records and complete monthly reports on student progress.

Performs other duties consistent with the position of Student Support Specialist and other duties as assigned.

QUALIFICATIONS:

Minimum Qualifications (Grade 9):

A High School Diploma or GED; and have at least two (2) years of experience in working with Native American Youth.

OR

Preferred Qualifications (Grade 10-11):

(Grade 10):

Must have a two-year degree or working towards one from an accredited college in Secondary Education or related education fields (Elementary Education, Special Education, or Early Education); and have at least two (2) years of experience in working with Native American Youth.

(Grade 11):

Must have a four-year degree or working towards one from an accredited college in Secondary Education or related education fields (Elementary Education, Special Education, or Early Education); and have at least two (2) years of experience in working with Native American Youth.

Additional Required/Minimum Qualifications:

Ability to read, comprehend and interpret federal rules, regulations, school policies, procedures, ISAT Scores, and other written materials.

Must possess excellent communications skills (written and oral).

Must possess the ability to develop, initiate and implement quality educational services.

Must have an Idaho Driver's license to be insurable through the Tribes insurance.

Successful work history where the following skills were applied: computer operations, standard office procedures, and proper filing techniques.

Ability to work independently, within time limitations.

Good judgment, flexibility, imagination, realistic optimism, perseverance, and ability to maintain a professional mannerism with students and other professional staff.

Must demonstrate excellent leadership and teamwork skills; be self-motivated and able to motivate others.

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.

IMPORTANT APPLICATION CRITERIA

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

A complete application must be submitted to the Shoshone-Bannock Tribes Human Resource Department, P.O. Box 306, Fort Hall, Idaho 83203. Applications can be found online at www.sbtribes.com. Applications can be sent via email to recruitment@sbtribes.com or faxed to 208-478-3950 and are accepted until 5PM on the closing date.

Submit a copy of all supporting documents to be eligible for the position you are applying for. For example: Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials, and other supporting documents that verify required qualifications.

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

Applicants who have a current application on file, please submit a letter of interest for each position in which you want to be considered for. The letter should address how you meet each qualification.

Preference will be given to Shoshone-Bannock Tribal member applicants who provide a copy of their tribal enrollment card. Non-enrolled members and other Indian tribal members must provide a Certificate of Indian Blood (CIB) to receive preference.

Preference points will also be given during the interview process to veterans who provide documentation of a DD-214.

Applicants being considered for employment or a political appointment must submit to a pre-employment alcohol and drug screen prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment.

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