Job Description

Summary:

The Education Program Counselor will utilize leadership, advocacy, and collaboration to promote student success, provide preventive services, and respond to identified student needs by implementing a comprehensive counseling program that addresses academic, career, and personal/social development for all students.

Essential Duties and Responsibilities:

- Counsel students regarding educational issues such as course and program selection, class scheduling, school adjustment, truancy, study habits, and career planning; and to help them understand and overcome personal, social, or behavioral problems affecting their educational or vocational situations.
- Maintain accurate and complete student records as required by laws, district policies, and administrative regulations.
- Confer with parents or guardians, teachers, other counselors, and administrators to resolve students' behavioral, academic, and other problems.
- Provide crisis intervention to students when difficult situations occur at schools.
- Identify cases involving domestic abuse or other family problems affecting students' development.
- Meet with parents and guardians to discuss their children's progress, and to determine their priorities for their children and their resource needs.
- Prepare students for later educational experiences by encouraging them to explore learning opportunities and to persevere with challenging tasks.
- Encourage students and/or parents to seek additional assistance from mental health professionals when necessary.
- Assists parents and student with the development of individualized plan for academic success consistent with their individual strengths, resources, priorities, concerns, abilities, and informed choices
- Assists parents and students in the planning, implementation, and follow-up of their individualized plan for academic success.
- Provides referral services to eligible and ineligible applicants on supportive services available with other agencies.
• Conducts interactive telephone and personal interviews and prepares correspondence to elicit eligibility information and identify needs for Tribal educational and related programs.
• Maintains current knowledge of regulations, rules and policies governing Tribal educational assistance and explains these regulations, rules and policies to Tribal member applicants, apprising them of their rights, responsibilities and eligibility for program participation.
• Provides career counseling and assists with higher education planning and obtaining financial aid for the student.
• Assists with maintaining Tribal student/applicant participant files, records and documents according to the Tribe's confidentiality policies.
• Collects, analyzes and interprets community educational needs assessment data.
• Assists with preparation of interpretive reports to Tribal Council, Education Program Project Director, and Education Program Coordinator to assist in needs assessment and program planning efforts.
• Acts as a liaison between the Tribe, Tribal community, students, schools and public agencies; facilitating education related development. Advocate on behalf of students/families on issues such as special learning needs, attendance, behavior, etc. for school age Tribal Youth.
• Must learn and apply Tunica-Biloxi tribal customs, heritage and values in all facets of program development and implementation.
• Shall be available for local and out of the area travel as necessary to complete work assignments and participate in supervisor-approved training programs.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

• Ability to articulate and demonstrate an understanding of the concept of an education counseling core curriculum
• Knowledge of counseling theories and techniques in different settings, such as individual planning, group counseling, classroom lessons and virtual learning
• Possess excellent technical verbal and written communication skills and proven expertise in creating work plans.
• Understands the principles of working with various student populations based on characteristics, such special needs.
• Understand and utilize current and emerging technologies such as use of the Internet, Web-based resources and information management systems
• Understands individual student planning as a component of a comprehensive program
• Develops strategies to implement individual student planning, such as strategies for appraisal, advisement, goal-setting, decision-making, social skills, transition or planning
• Helps students establish goals, develops and uses planning skills in collaboration with parents or guardians and school personnel
• Provides responsive educational services
Qualifications:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

- Bachelors degree from four-year college or university preferably with focus in education, social sciences, social work, or health and human service and;
- Experience working collaboratively with community-based organized and diverse communities and;
- 3+ years teaching experience in public or private schools or:
- 3+ years of practical experience in a position which demonstrates the required knowledge, skills, and abilities with understanding of education programs and child development or;
- Equivalent combinations of education and experience are qualifying for this position.

Certificates and Licenses:

- Must possess valid driver’s license, good driving record, and be insurable by the Tribe’s insurance carrier.
- Must successfully pass a criminal background check

Supervisory Responsibilities:

This position does not have supervisory responsibilities

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to stand and walk for up to 8 hours per day; talk, hear, stoop, bend, kneel and climb; position may require lifting up to 10lbs.

This is not an exhaustive list of all duties and responsibilities associated with it. The Tunica Biloxi Tribe of Louisiana reserves the right to amend and change responsibilities to meet business and organizational needs.
PREFERENCE WILL BE GIVEN TO QUALIFIED NATIVE AMERICAN INDIANS

SELECTION PROCESS:

All Tunica-Biloxi 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 and be eligible for an interview.

Complete tribal employment applications and resumes will be accepted until the closing date of the posting. Applications and resumes received after the closing date will not be considered for the position.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

Tribal employment application that is complete and provides all information requested; or
Cover letter explaining your qualifications and experience relevant to the functions of this position; and
Personal resume identifying your qualifications and experience relevant to the functions of this position.

Qualified Native Americans will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (25 U.S. 450, ET. Seq) including other relevant laws. In accordance with Title VII of the 1984 Civil Rights Act, Sections 701(b) and 703(1), preference in filling all vacancies may be given to qualified American Indian candidates. In other than the proceeding situations, the Tunica-Biloxi Tribe is an Equal Opportunity Employer (EOE); Tribal and/or Indian preference applicable in accordance with Title XX of the Tribal Code of the Tunica-Biloxi Tribe of Louisiana.

To apply for this position, interested candidates must submit their completed application, or cover letter and resume to:

Tunica-Biloxi Tribe of Louisiana
Attn: Human Resources
150 Melacon Rd.
Marksville, La. 71351
OR
HR@tunica.org