

**TUNICA-BILOXI TRIBE OF LOUISIANA
MEMORANDUM**

Job Announcement

DATE: March 4, 2026
FROM: Human Resources Department
RE: Academic Counselor

The Human Resources Department is currently taking applications for an Academic Counselor in the Culture & Education Department. The attached position announcement must be posted seven (7) full days. **Applicants wishing to apply** should visit the Tunica-Biloxi website at www.tunicabiloxi.org and click on 'Government' located on the top of the page, scroll down to Departments, then Human Resources. This position should be posted internally until March 12, 2026, at 4.00 p.m.

Date and hour posted: _____ : ____ . m.

Date and hour removed: _____ : ____ . m.



Job Position: Education Program Counselor	Status: Full-Time/Exempt
Division: Language & Culture Revitalization Program	Salary: Commensurate with experience
Posting Date: March 4, 2026	Closing Date:

**TUNICA BILOXI TRIBE OF LOUISIANA
JOB ANNOUNCEMENT**

SUMMARY OF FUNCTIONS:

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 Functions:

- 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. **By phone or virtually**
- 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.
- Assist parents and students 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 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.

Education/Experience

- Bachelor's 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

- This employee must have a state teaching certificate.
- This employee will engage in a minimum of 3 credits of continuing education programs/seminars/workshops annually.
- Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
- Must successfully pass a pre-employment drug screening test criminal background check.

Computer Skills

- To perform this job successfully, an individual should have knowledge of word processing and publishing software; spreadsheet software; internet software including Microsoft Word, Excel, and Power Point applications.

Equipment, Machinery, Tools, and Material Utilization

- Requires the ability to use, operate and/or handle equipment such as computers, copier, calculator, and telephone. This is not an inclusive list.

Supervisory Responsibilities

- This position will oversee the Education Program tutors and service providers that execute program activities when called upon by the Program Director or Program Coordinator

Work Environment

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee may be called upon to do presentations at local, regional, or nationally operated businesses, schools, or community organizations. There may be local, regional, or national travel required at various times in the pursuit of program goals and objectives.