

**TUNICA BILOXI TRIBE OF LOUISIANA  
MEMORANDUM**

Job Announcement

**DATE:** July 1, 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](http://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 July 8, 2026, at 4.00 p.m.

**Date and hour posted:** \_\_\_\_\_: \_\_\_\_\_. m.

**Date and hour removed:** \_\_\_\_\_: \_\_\_\_\_. m.



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|------------------------------------------------------------|---------------------------------------------|
| <b>Job Position:</b> Education Program Counselor           | <b>Status:</b> Full-Time/Exempt             |
| <b>Division:</b> Language & Culture Revitalization Program | <b>Salary:</b> Commensurate with experience |
| <b>Posting Date:</b> July 1, 2026                          | <b>Closing Date:</b>                        |

**TUNICA BILOXI TRIBE OF  
LOUISIANA JOB  
ANNOUNCEMENT**

**SUMMARY OF FUNCTIONS:**

The Education Division Academic Counselor utilizes leadership, advocacy, and collaboration to promote student success through a comprehensive academic counseling program. The Academic Counselor provides preventive, responsive, and developmental services that support students' academic achievement, career and college readiness, and personal/social development while integrating culturally relevant educational opportunities for Tunica Biloxi Tribal students (K-12).

**Essential Functions:**

- Counsel students regarding educational issues, including course selection, academic planning, class scheduling, school adjustment, attendance, study skills, career exploration, and postsecondary planning.
- Assist students in identifying and overcoming personal, social, or behavioral challenges that affect academic success.
- Develop individualized academic success plans with students and parents/guardians based on each student's strengths, needs, priorities, abilities, and educational goals.
- Monitor student academic progress and provide follow-up services to support successful implementation of individualized academic plans.
- Meet with parents, guardians, teachers, school counselors, administrators, and other professionals to address students' academic, behavioral, attendance, or social concerns.
- Maintain accurate, complete, and confidential student records in accordance with applicable laws, Tribal policies, and administrative procedures.

- Provide crisis intervention and appropriate support when students experience challenging situations affecting their educational success.
- Identify students and families who may benefit from additional community resources and make appropriate referrals, including referrals to licensed mental health professionals when necessary.
- Conduct interviews with students and families to assess educational needs and determine eligibility for Tribal educational programs and services.
- Explain Tribal educational programs, policies, procedures, participant responsibilities, and eligibility requirements to applicants and families.
- Provide supplemental educational programming through academic, cultural, and enrichment activities that promote student achievement, cultural identity, and lifelong learning.
- Assist students with career exploration, college admissions, scholarship opportunities, financial aid, vocational training, military pathways, and other postsecondary options.
- Collect, analyze, and interpret educational needs assessment data to support program planning and continuous improvement.
- Assist in preparing reports for Tribal leadership and Education Program administration regarding program outcomes, community needs, and recommendations.
- Serve as a liaison between the Tribe, students, families, schools, educational institutions, and community agencies to advocate for student success and educational access.
- Advocate for students with special learning needs by collaborating with schools regarding attendance, behavior, academic progress, and educational accommodations.
- Learn, respect, and incorporate Tunica Biloxi culture, history, customs, language, and values into educational programming and student services.
- Participate in outreach activities, educational events, workshops, and community programs that support the mission of the Education Program Division.
- Travel locally and out of the area as required to perform job duties, attend meetings, conduct school visits, and participate in supervisor-approved training.

### **Education / Experience**

- Bachelor's degree from an accredited four-year college or university in Education, School Counseling, Social Work, Psychology, Human Services, or a closely related field is required.
- Valid state teaching certificate is required.

- Three (3) or more years of teaching, academic counseling, student services, or related professional experience in educational or community-based settings.
- Experience working collaboratively with schools, families, Tribal communities, and community organizations.
- Knowledge of child and adolescent development, educational systems, and student support services.
- An equivalent combination of education and relevant experience may be considered.

### **Preferred Qualifications**

- Master's degree in Education, School Counseling, Social Work, Psychology, Human Services, or a related field.
- Experience working with Native American or Tribal communities.
- Knowledge of IDEA, Section 504, FERPA, and other applicable educational laws and regulations.
- Experience with grant-funded educational programs and data reporting.
- Experience coordinating educational services for K–12 students and families.

### **Certificates and Licenses**

- Commitment to completing a minimum of three (3) continuing education credits annually through approved professional development, seminars, or workshops.
- Valid driver's license with an acceptable driving record and the ability to be insured under the Tribe's insurance policy.
- Successful completion of a pre-employment drug screening and criminal background check, including fingerprinting.

### **Computer Skills**

Proficiency with Microsoft Office applications, including Word, Excel, PowerPoint, Outlook, and internet-based applications. Experience with student information systems and database management is preferred.

### **Equipment**

Ability to operate standard office equipment, including computers, printers, copiers, scanners, calculators, telephones, and other office technology.

### **Supervisory Responsibilities**

May provide guidance, coordination, and oversight of tutors, contractors, interns, volunteers, and educational service providers as assigned by the Education Director or Manager.

### **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.
- The position requires work in office, school, and community settings. The Academic Counselor may conduct presentations and attend meetings at schools, Tribal facilities, educational institutions, community organizations, and professional conferences. Local, regional, and occasional out-of-state travel may be required in support of program goals and objectives.

### **PREFERENCE WILL BE GIVEN TO QUALIFIED NATIVE AMERICAN INDIANS. REQUIRED EMPLOYMENT APPLICATION**

#### **PACKET MATERIAL:**

- **Tribal employment application** that is complete and provides all information requested, including Tribal Role #, Certificate of Enrollment or Proof of Enrollment #; 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 on or before the closing date to:**

**Tunica Biloxi Tribe of Louisiana Attn: Human Resources**

150 Melacon Rd.  
P.O. Box 1589  
Marksville, La. 71351  
[HR@tunica.org](mailto:HR@tunica.org)