

**TUNICA-BILOXI TRIBE OF LOUISIANA
MEMORANDUM**

Job Announcement

DATE: June 4, 2024
FROM: Human Resources Department
RE: Academic Counselor

The Human Resources Department is currently taking applications for a full-time Academic Counselor. The attached position announcement must be posted seven (7) full days. **Applicants wishing to apply** should visit the Tunica-Biloxi website at www.tunicabioxi.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, June 11, 2024 at 4.00 p.m.

Date and hour posted: _____ : _____. m.

Date and hour removed: _____ : _____. m.

Attachment: job ad



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| Job Position: Academic Counselor: | Status: Full-Time / Exempt |
| Division: Language & Culture Revitalization Program | Salary: Commensurate with experience |
| Posting Date: | Closing Date: |

**TUNICA-BILOXI TRIBE OF LOUISIANA
JOB ANNOUNCEMENT**

SUMMARY OF FUNCTIONS:

The Academic 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.
- Confers 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 in-person, by phone or virtually 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.

Education/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 and maintain a Texas 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 computer, 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 accommodations 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 to 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.