



SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources
11373 Moorage Way
La Conner, WA 98257
Phone (360)466-7347 | Fax (360)466-1348

Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy?	
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders ?	

JOB TITLE: Education Student Advocate

DEPARTMENT: Education

POSITION SUMMARY:

Under the supervision of the Pre-K-12 Supervisor, the Education Student Advocate provides a well-organized, smoothly functioning class and after school environment in which students can take full advantage of the instructional program and available resources.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Work with individual Tribal students (primary goal) or small groups of students (Tribal/non-Tribal, secondary goal) under supervision of classroom teacher to reinforce learning of material or skills initially introduced by the teacher.
- Assist the teacher in devising special strategies for reinforcing material or skills based on sympathetic understanding of individual students, their needs, interests, and abilities.
- Help students master equipment or instructional material assigned by the teacher.
- Guide independent study, enrichment work, and remedial work set up and assigned by the teacher.
- Assists with the supervision of students during emergency drills, assemblies, and field trips.
- Supervise education activities at Swinomish Youth Center or Study Hall as assigned.
- Participates in in-service training programs as assigned.
- May attend parent conferences and meetings when appropriate.
- Monitors student progress in instruction programs and works cooperatively with supervising teacher.
- Implement behavioral management strategies in coordination with supervising teacher.
- Attend professional development opportunities.
- Be a strong advocate for students.
- Because of the Tribes commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

MINIMUM QUALIFICATIONS

- 0-5 years working in an educational environment;

- All Advocates must have completed the equivalent of an Associate Degree or passed the state Para Educator test;
- Proof of U.S. Citizenship.
- Current First Aid/CPR certification.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Effective behavior management techniques;
- Rules and procedures for student safety;
- Necessary equipment, computers, machinery, tools, or software;
- Basic subjects including arithmetic, grammar, spelling and reading;
- Subject areas appropriate to assignment;
- Effective communication with students, parents or guardians, staff and administrators;
- Designing and implementing lesson plans for students having a wide range of achievement;
- Addressing students in an understanding, patient, receptive, positive and confident manner;
- Organizing activities in keeping with the maturity and attention span of assigned students;
- Redirecting student behavior;
- Position will require passing scores on a basic academic skills test;
- A proven ability to work well with students;
- A proven ability to develop and maintain a cooperative relationship with all school and tribal personnel and particularly with students;
- Proven record of punctuality and dependability.

WORK ENVIRONMENT AND TIME COMMITMENT

- While performing the duties of this job, the employee is frequently required to stand, walk and talk, and/or hear;
- The employee is occasionally required to sit, use hands to operate, finger, handle or feel objects, tools, or controls and reach with hands and arms;
- The employee must occasionally lift and/or move up to 30 pounds;
- Specific vision abilities required by this job include close vision and the ability to adjust focus;
- The noise level in the work environment is usually moderately quiet;
- Work is performed primarily indoors with occasional outside office work as required;
- 35-40 hours per week, 9-month position;
- Work schedule M-F with assigned work schedule;
- Some summer work schedules.

EMPLOYMENT CONDITIONS

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of Education Student Advocate is considered to be a classified "standard hour" position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extensive criminal background check.

TRIBAL PREFERENCE

Indian Preference in hiring shall apply to Swinomish Indian Tribal Community job opportunities. Employees working with vulnerable populations will be required to submit to drug and alcohol screening as needed.

Employee: _____

Date: _____

Supervisor: _____

Date: _____