



SUSANVILLE INDIAN RANCHERIA
745 Joaquin Street
Susanville, CA 96130
(530) 257-4921

VACANCY ANNOUNCEMENT

OPENING DATE OF ANNOUNCEMENT: May 10, 2022
First Cut-Off : May 24, 2022
Second Cut-Off: June 7, 2022
Final Closing Date: June 21, 2022

POSITION TITLE: Special Education Advocate
SUPERVISES: No
STARTING SALARY: Starting \$28.77, negotiable to \$35.97 depending on experience
GRADE: 14
FLSA STATUS: Non-Exempt
NUMBER OF POSITIONS: 1
STATUS: Permanent
HOURS: Full Time
BENEFITS: Highly competitive package **See below*
SUBJECT TO P.L. 101-630: Yes - This position works with and around our children and youth and is therefore subject to P.L. 101-630.

GENERAL STATEMENT OF RESPONSIBILITIES:

The Special Education Advocate under the supervision of the Education Program Manager will supervise the special education program with the students enrolled at the Susanville Indian Rancheria Education Center. They will be responsible for ensuring our students' educational goals are being met, while working in collaboration with the school districts and schools.

SPECIFIC AREAS OF RESPONSIBILITIES:

- Complete all necessary testing requirements for determination of special education needs.
- Develop or co-generate Individual Education Plans (IEP) with the various education entities.
- Acquire or develop curriculum for remote and onsite visits.

- Develop Behavior Plans for students with challenging behavior. The advocate will demonstrate knowledge of student's individual profile, and effective strategies for support that elicit cooperation and provide co-regulation for students during time of distress.
- Maintain records of assessments, observation notes and examples of work.
- Train staff on recommended activities and teaching strategies.
- Communicate regularly with parents, staff, and school personnel.
- Evaluate students' academic and social growth through keeping appropriate records.
- Complete and maintain inventory of the library books and supplies through our local database.
- Check items in and out of the library to our students and members of the community.
- Maintain confidentiality.
- Will report frequently any changes or needs to the program.
- Transports students as necessary.
- Other duties as assigned.

KNOWLEDGE SKILLS AND ABILITIES:

- A. Ability to motivate students and families.
- B. Ability to exercise sound independent judgment within established guidelines.
- C. Skill in listening, verbal, and written communication.
- D. Ability to work independently with minimal supervision.
- E. Ability to work evenings and occasional weekends.
- F. Knowledge of effective curriculum and instructional strategies, which promote student development across domains: social/emotion, communication/language, visual/spatial processing, intellectual/cognitive, sensory-motor function, and executive functioning.
- G. Ability to work with and relate well with Native Americans and have knowledge of the unique cultural, economic, and social aspect of Native Americans.

MINIMUM QUALIFICATIONS:

1. Must have a high school diploma or equivalent from an accredited high school.
2. Must have a valid California driver's license or license from current residence state.
3. Must pass P.L. 101-630 background check.
4. Must pass a pre-employment drug test.
5. Must have a valid CPR, AED, and First Aid card or be able to obtain one within ninety (90) days of hire.

ADDITIONAL QUALIFICATIONS FOR THIS POSITION

6. Must have a Bachelors' degree in any field of study.
7. Must have a California Pupil Personnel Services (PPS) credential, or a Special Education Program credential.
8. Must have three (3) years of experience working directly with students specifically with learning disabilities or behavior plans.
9. Must have two (2) years of experience writing Individual Education Plans (IEP's) and/or behavior plans.
10. Must have certification for child abuse prevention or must be able to obtain within ninety (90) days of hire.

WORKPLACE ENVIRONMENT:

1. PHYSICAL SAFETY: The work requires minor physical exertion, such as short periods of standing, walking over rough, uneven surfaces, some recurring bending, crouching, stooping, stretching, reaching, or similar activities. Job may require recurring lifting of lightweight objects with infrequent bending or stooping alternating with the lighter activities. Job requires minimal agility and dexterity.

2. WORKING ENVIRONMENT: Occasional exposure to objectional conditions or variations such as those found in variable weather conditions or light industrial settings.

PERFORMANCE EXPECTATIONS:

- Uphold all principles of confidentiality.
- Adhere to all professional and ethical behavior standards.
- Interact in an honest, trustworthy and respectful manner with employees, visitors and vendors.
- Participate in departmental staff meetings, quality management activities, cultural and educational programs.

- Comply with policies and procedures.
- Display respect and understanding of Susanville Indian Rancheria's traditions and values.
- The way the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability.
- Any attitude or behavior that will tarnish the name or reputation of the Susanville Indian Rancheria will not be tolerated and is subject to disciplinary action.

PREFERENCE POLICY:

- 1st Preference: Enrolled member of a Federally Recognized Tribe.
 2nd Preference: Documented proof of Veteran Status, i.e. DD-214, Veterans Benefit Card.
 3rd Preference: All other applicants.

SIR BENEFITS PACKAGE:

The Susanville Indian Rancheria offers its full-time employees a highly competitive benefits package, including: annual cost-of-living increases (based on SSA COLA); eligibility for annual merit increases; twelve paid holidays; thirteen days paid sick leave; up to twenty-six days paid annual leave (depending on length of service); maternity leave; paternity leave; affordable group health, dental, vision, and life insurance; and 401(k) retirement plan.

HOW TO APPLY AND APPLICATION REQUIREMENTS:

All applicants are required to submit a Susanville Indian Rancheria/ Lassen Indian Health Center application. Applications can be found on our website at: www.sir-nsn.gov/human-resources/ (SIR – LIHC – Gaming Commission Application for Employment P.L. 101-630 Requirements) or picked up at 745 Joaquin Street, Susanville, CA.

Only **complete** applications will be considered. For your application to be considered complete you must attach the following:

1. Completed Susanville Indian Rancheria/Lassen Indian Health Center Application.
2. Copy of your High School Diploma **AND** College Degree or transcripts documenting your graduation or completion of your Degree.
3. Copy of your valid Driver's License.
4. Copy of any other certifications required.
5. Copy of Tribal Card, if claiming Indian Preference.
6. Copy of DD214 or other proof of Veteran status, if claiming Veteran's Preference.
7. **An additional statement on how you meet each Minimum and Additional Qualification and Knowledge, Skills and Abilities.**

Complete applications can be dropped off in person to the Human Resources Office at 745 Joaquin Street, Susanville, California, Monday through Friday from 8:00 am to 5:00 pm. They may also be emailed to wbrown@sir-nsn.gov or faxed to (530) 251-1895 or mailed to the above address.

All applications must be **received** by 5:00 pm Pacific Standard Time on the closing date of the announcement.