



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB POSTING

Open

Opening Date: 03/12/2025

Closing Date: 03/25/2025

Position Title: Lead Teacher

Department: Towanits Education Center

Work Schedule: Monday-Friday 1:00PM- 6:00PM (Hours Vary)

Wage Rate: Pay Range 4I: \$21.48- \$27.50/HR// Overtime Eligible

If you are interested in this position, please submit the following:

- Completed Application
- BA Degree Preferred
- Cover Letter and Resume
- If claiming Tribal Preference please provide proof of Tribal Identification
- If claiming Veteran's Preference please attach DD214

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Submit To:

Human Resources

Tule River Indian Tribe of CA

340 N. Reservation Rd.

Porterville, CA 93257

E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB DESCRIPTION

POSITION TITLE: Lead Teacher

WORKSITE:

Towanits Education Center

310 N. Reservation Rd.

Porterville, CA 93257

GENERAL POSITION DESCRIPTION

Under the supervision of the Director of Education the Lead Teacher will provide basic academic instructional assistance along with behavioral support to the Tule River Indian Reservation students; grades K-12. The Lead Teacher will keep accurate, detailed and ongoing records of student attendance, academic progress, needs and strengths, all the while providing cultural awareness and following program guidelines and expectations to support the needs of the students. The Lead Teacher will support all tutoring staff, plan and implement activities and academic events.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Assist with planning for tutoring program activities.
2. Provide direct tutoring services to individual students.
3. Implement individual remedial programs.
4. Provide training and direction to tutoring staff.
5. Maintain accurate records of activities and provide written monthly reports.
6. Evaluate and recommend appropriate curriculum materials.
7. Other duties assigned by the director.

MINIMUM QUALIFICATIONS:

1. BA degree preferred with relevant educational job experience and or documented AA degree.
2. Ability to work with youth and support them academically, from kindergarten through grade 12.
3. Ability to provide positive encouragement and a pleasant atmosphere to enhance student achievement.
4. Must be dependable and able to work flexible hours based on Students' needs.
5. Willingness to increase knowledge and skills through participation in service training and college course work.
6. Must successfully complete a pre-employment drug/alcohol screen and background investigation.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of the principles and techniques of small group and individualized instruction.
2. Knowledge of the principles and techniques of behavioral management.
3. Knowledge of current trends in educational methods for individuals with exceptional needs.
4. Skills to analyze data, identify alternatives and inform instruction.
5. Basic knowledge of the research-base as it relates to Native American Learning preferences and styles.
6. Basic knowledge of early childhood mild learning disabilities and interventions.
7. Knowledge of Tribal Governance systems and Tribal sovereignty.
8. Computer literate in MS Office. Excel, Power-Point and the use of Web-based Resources.
9. Develop and maintain effective working relationships with individuals and groups.
10. Ability to communicate effectively in both oral and written form.

WORKING CONDITIONS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally the position requires near and far vision in proofreading correspondence and work related documents. Acute hearing is required. Typically office work setting conditions. Frequently must be able to lift up to 10 pounds, normally must be able to lift up to 40 pounds, and occasionally must be able to lift up to 50 pounds. This job also may require the use of a vehicle, and an employee must be able to have those repetitive motions and coordination associated with operating a motor vehicle.

This position reports to:	The Director of Education
Salary:	Pay Range 41: \$21.48-\$27.50/HR/ Paid Bi-Weekly/ Overtime Eligible.
Hours:	Monday-Friday 1:00PM – 6:00PM Hours may vary.

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN APPLICANTS IN ACCORDANCE WITH THE TULE RIVER INDIAN PREFERENCE ORDINANCE; VETERAN PREFERENCE

