



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB POSTING

Open

Opening Date: 09/11/2026

Closing Date: 09/17/2026

Position Title: Academic Coach

Department: Tule River Indian Study Center & Towanits School

Work Schedule: Monday-Friday 8:00AM- 5:00PM (Hours Vary)

Wage Rate: Pay Range 44: \$23.13- \$29.61/ HR / Overtime Eligible

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

- Completed Application
- BA or BS Degree or Proof of BA Degree in Progress.
- 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.*

Must provide completed application for all open positions applying for:

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: Academic Coach

WORKSITE: Tule River Education Department
568 W. Olive Ave
310 N. Reservation Road
Porterville, CA 93257

GENERAL POSITION DESCRIPTION

The Academic Coach, under the direction of the Education Director and Education Specialist, is responsible for supporting junior high and high school students in achieving their academic and graduation goals. This role identifies each student's strengths and areas for improvement, helping them develop the skills, habits, and motivation needed to succeed in school and prepare for life beyond graduation. The Academic Coach works closely with students, families, and school staff to monitor progress, address challenges, and ensure students remain on track to meet graduation requirements. Additionally, the Coach encourages and guides students in exploring higher education, vocational training, and career opportunities. This is a full-time, year-round position.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Working collaboratively with teachers and principals.
2. Prepare and disseminate information pertaining to the education services as needed to meet the department's program reporting requirements including the Education Director, Tribal Council, or other private or public agencies when appropriate.
3. Maintain absolute confidentiality of all information collected, reported on and filed, including student records.
4. Submit written monthly reports to the Education Director.
5. Demonstrate a strong understanding of college admission procedures and financial aid options.
6. Demonstrate excellent ability to build rapport with students as well as possessing the ability to work in teams or independently as needed.
7. Help students identify their strengths and weaknesses.
8. Ability to discuss pupils' academic and behavioral attitudes and achievements with parents/guardians/teachers.
9. Develop effective instructional strategies.
10. Provide academic assistance to Native American student in need of special help.
11. Keep accurate, and continuous written records of students' academic progress and monthly reports.
12. Ability to offer feedback on progress to students, parents and teachers when appropriate.
13. Monitor high school students' progress toward graduation, including tracking credits, GPA, and meeting required benchmarks.
14. Collaborate with school staff and families to develop and implement intervention strategies for students at risk of not graduating.
15. Provide guidance and resources to assist students in planning for post-secondary education, vocational training, or career pathways.
16. Attend student support or IEP/504 meetings as needed to advocate for and support Native American students.

17. Assist in monitoring student attendance and engagement, addressing barriers to success.
18. Perform other duties as assigned by the Education Director or Education Specialist.

MINIMUM QUALIFICATIONS:

1. Bachelor's degree required or in progress of completing a bachelor's degree with an education emphasis.
2. Two years' experience in an educational environment.
3. Able to relate culturally and work effectively with the Native American community, Tribal government, the public and private sectors.
4. Must have strong interpersonal skills and ability to work independently.
5. Possess a valid California Driver's License and be insurable through the Tribe, preferred.
6. Must be willing to up-grade job skills through training or college course work to keep abreast of changing course work requirements for college/vocational prerequisites.
7. Proficient in Microsoft Office Suite, Google Workspace, and web-based education tools; ability to track and analyze student data.
8. Experience supporting high school students in achieving academic and graduation goals is strongly preferred.
9. Knowledge of college admission procedures, financial aid options, and post-secondary pathways.
10. Ability to maintain confidentiality and exercise sound judgment in sensitive situations.
11. Must successfully complete a pre-employment drug/alcohol screen and Background investigation.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of effective behavioral management techniques and student engagement strategies.
2. Familiarity with current educational approaches for students with diverse learning needs, including exceptional learners.
3. Ability to analyze student performance data, identify learning gaps, and recommend instructional strategies or interventions.
4. Understanding of Native American learning preferences, cultural factors, and how they impact student achievement.
5. Knowledge of Tribal sovereignty, Tribal governance structures, and educational priorities within Tribal communities.
6. Proficiency with Microsoft Office (Word, Excel, PowerPoint) and educational technology platforms, including web-based tools for data tracking and communication.
7. Strong interpersonal skills with the ability to build and maintain effective relationships with students, families, school staff, and community partners.
8. Excellent communication skills—both written and verbal, including the ability to prepare reports, explain progress to families, and collaborate with school personnel.

WORKING CONDITIONS

This position requires prolonged periods of sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The role also involves grasping, repetitive hand movements, and fine coordination for preparing reports and

entering data using a computer keyboard. Near and far vision is required for proofreading

correspondence and work-related documents, along with acute hearing for effective communication. Work is typically performed in an office setting but may also include assignments at locations on the reservation or in Porterville. Travel between sites and to off-site meetings, trainings, or student support activities may be required. This position may occasionally require working outdoors in varying weather conditions, including heat, during special programs or events.

This role may involve working extending hours, evenings, or weekends to support special programs and activities. Employees must be able to lift up to 10 pounds frequently, up to 40 pounds normally, and occasionally up to 50 pounds. The position also requires the use of a vehicle, including repetitive motions and coordination necessary for operating motor vehicles safely.

This position reports to:	Education Specialist
Salary:	Pay Range 44: \$23.13 - \$29.61/HR/Overtime Eligible Pay
Hours:	Monday – Friday 8:00AM – 5:00PM Hours may vary
Benefits:	Medical, Dental, Vision, PTO & 401K participation

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