Position Title: Exceptional Student Advocate  
Immediate Supervisor: Education Director  
Department: Education  
Employment Status: Exempt  
Mandatory Reporter: Yes  
Opening Date: Friday, January 3, 2020  
Closing Date: Friday, January 17, 2020 by 5:00 p.m.

Background Check Required: Yes (child-sensitive)**

Day-to-day Responsibilities
- Works with student, parents/guardians, service providers and school personnel to set ambitious but attainable educational goals that maximize the student’s potential for success.
- Documents interactions with student and all members of the student’s team of providers and ensures all team members effectively carry out their obligation to the student.
- Models and encourages appropriate student behavior.
- Promotes effective and efficient use of tribal resources by seeking out and utilizing alternate resources that may be available through other agencies.
- Maintains case files on clients in order to document progress and success of student and the service team.

Education/License/Certification and Experience Requirements
- Bachelor’s degree in Education required. Master’s degree preferred.
- Five (5) years of teaching experience required.
- Must have appropriate teacher certifications.
- Must possess certification of “Mandatory Reporter Training” or obtain during the first week of employment.
- Must possess and maintain First Aid/CPR certification or obtain within ninety (90) days of employment.

Skills Required
- Must possess a high level of maturity and the ability to maintain absolute confidentiality.
- Must have excellent computer skills with working knowledge of Word and Excel, and must successfully pass a pre-employment skills exam.
- Must be well organized and possess attention to details.
- Must be able to work well independently and relate effectively with the public and coworkers.
- Exceptional interpersonal and communication (verbal and written) skills.
- Must have excellent time-management, problem-solving, and organizational skills.
- Must have demonstrable compassion for others and form bonds with families receiving services.
- Must be passionate about assisting clientele but maintain professional demeanor at all times.
- Must possess a character that earns the confidence of the participants, parents, and community, and minimizes public criticism or complaints.

Additional Requirements
- Ability to work odd and irregular hours as needed.
- Must successfully pass the required criminal and character background check.
- Must possess a valid state driver’s license and insurable driving record according to Tribal insurance guidelines.
- Ability to travel and participate in required training, leadership development and other events.
- Ability to adequately and successfully perform all duties and responsibilities of this position.

Every applicant must complete an application provided by Human Resources. Human Resources is located in Building 500. A resume will not be accepted in the place of an application. Complaints about the recruitment or selection process for employment should be directed in writing to the Human Resources Director of PCI Tribal Government. **Please note ALL individuals selected for employment are required to complete a background investigation. Individuals being placed in positions designed as child-sensitive or data-sensitive must successfully complete a background check prior to employment.