



NORTH FORK RANCHERIA OF MONO INDIANS OF CALIFORNIA

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**JOB DESCRIPTION**

<b>JOB TITLE:</b> Teacher (Credentialed)	Salary Scale: G8/S1 – G11/S10 (RUS 2020)
Department: TANF Department	Salary Range: \$47,899 through \$83,210
Reports To: TANF Director	Status: Non-Exempt; Full-time

**JOB SUMMARY**

The Teacher position for the Temporary Assistance for Needy Families (TANF) program is responsible for the academic development of those student’s whose family are participants within the TANF program. This position focuses on working with students to develop their academic skills necessary to successfully complete grades K through 12. The Teacher will assist students in learning different subject matter and/or skills that will contribute to their academic success and development as mature, able, and responsible adults. This position provides a suitable learning environment for the academic and social development of all students adhering to the concept that the safety and welfare of our students. This position is responsible to oversee the Tutors and works to coordinate activities with the students through their work.

**1.0 JOB FUNCTIONS & RESPONSIBILITIES**

- 1.1 Supports TANF students and the program by contributing to the learning, growth, and advancement of the students.
- 1.2 Demonstrates academic competence in subject area(s) and displays an inclination for developing integrated and interdisciplinary work across the curriculum.
- 1.3 Maintains a growth mindset toward student learning, teaching practice, and personal/collective professional development.
- 1.4 Demonstrates a high degree of self-efficacy (agency); holds themselves accountable for learner outcomes and advocates for their students; works efficiently; and believes in their ability, the capability of their students, and themselves to succeed and excel.
- 1.5 Facilitates problem-solving, with a curious mind and critical thinking skills, showing a high degree of creative application in the implementation of data-driven curriculum and practice.
- 1.6 Serves as a role model and an innovative and creative learner with an insatiable thirst for knowledge, personal growth, and being on the cutting edge of instructional practice and pedagogy.
- 1.7 Collaborates effectively with school personnel, parents, various community agencies and stakeholder groups within the organization for the purpose of improving the quality of student outcomes, developing solutions and planning curriculum to increase student performance.
- 1.8 Supports student maturation by looking beyond the walls of the classroom and demonstrates global competence and how their work will expand the impact of students’ work to their families and local and global communities.
- 1.9 Invests in the learners’ well-being, health, and safety, physically, socially, and emotionally.
- 1.10 Recognizes the relationship between social-emotional learning and academic performance and aspires toward developing and teaching the whole child.



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- 1.11 Designs and facilitates differentiated and personalized learning goals and activities that follow a coherent sequence, are aligned to instructional goals, and engage students in high-level cognitive activity.
- 1.12 Responsible for the assessment of students for the purpose of providing feedback to students, parents and administration. Advises parents/or legal guardians of student progress for the purpose of supporting teacher's expectations, developing methods for improvements, and/or reinforcing classroom goals in the home environment.
- 1.13 Responsible for continued assessment and success of the overall education program. Works to develop and improve systems.
- 1.14 Develops tools for data collection that provide information and reports on the status of the program.
- 1.15 Responsible for organizing program activities and events.

### **2.0 OVERSIGHT OF TUTORS**

- 2.1 Ensures that Tutors are responsive and supportive of student's needs.
- 2.2 Develops the Tutors by providing regular feedback on performance, providing mentorship, and training.
- 2.3 Works to create a supportive work culture that supports the Tutors and students.
- 2.4 Holds team accountable for individual work assignments of the TANF Tutors.
- 2.5 Works closely with the Tutors in the development of student development plans.
- 2.6 Oversees the completion of Tutor work assignments.
- 2.7 Oversees Tutor work schedules along with general scheduling of work deadlines.
- 2.8 Oversees program events and coordinates work assignments with support staff.

### **3.0 GENERAL EXPECTATIONS ON PERFORMANCE:**

- 3.1 Responsible for participating in organizational committee, departmental and general meetings.
- 3.2 Role-models professional behavior for staff as a member of TANF/NFR leadership.
- 3.3 Expected to assist in day-to-day when necessary to meet necessary deadlines.
- 3.4 Responsible for aiding other departments as needed in a prompt, courteous and efficient manner.
- 3.5 Additional work-related duties as assigned by supervisor. These duties may be given either verbal or in writing.

## **EDUCATION, XPERIENCE, LICENSE/CERTIFICATION, & SKILLS**

### **Education:**

- Minimum of bachelor's degree from an accredited university/college in Education or closely related field.

### **Experience:**

- Recent teaching experience, coursework, or other activity in area of primary instruction for High School.



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### License/Certification:

1. Minimum current and Active CA Credential in single subject. Credential in multiple subject preferred.
2. Active CA driver's license.

### **Skills:**

1. Knowledge of instructional methods appropriate for students at high school level.
2. Desire and ability to work with students at the specified age level with diverse backgrounds and levels of ability toward accomplishing their educational goals.
3. Ability to organize tasks and manage time to meet many and varied deadlines
4. Ability to manage small and large groups of students in a classroom environment and communicate effectively with students, parents, school administrators and other staff, including the ability to discuss topics which may be sensitive.
5. Working familiarity with assistive technologies; internet and email systems; and word processing, presentation, and spreadsheet software.
6. Familiarity with computers and their use in instruction to enhance student learning.
7. Working knowledge of various office and video equipment.
8. Knowledge of educational software.
9. The individual must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity.

### **ADDITIONAL REQUIREMENTS**

The individual must possess a valid California Driver's License and must be capable of passing a pre-employment drug screen and a criminal background investigation.

### **ENVIRONMENTAL CONDITIONS AND PHYSICAL REQUIREMENTS**

#### Environmental Conditions

This position typically works in both classroom and office environment. Work is performed in continuous contact with staff and the public. Work conditions described here are representative of those an employee encounters while performing the essential functions of this type of job. Work areas may be loud. Work both indoors and outdoors but are more likely to work indoors. Some indoor sites may not have air conditioning. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 25 pounds.

#### Physical Requirements:

While performing the duties of this job, the employee is frequently required to sit with some bending, stooping, squatting, reaching, twisting, or any combination thereof. Employee must be able to and talk and hear. The employee is occasionally required to walk; 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 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.



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*NFRTI complies with the Indian Preference Act. Preference in hiring is given to qualified Native Americans in accordance with the Indian Preference Act (Title 25, US Code, Section 472 and 473). Subject to, but not in derivation of the Act, we are an equal opportunity employer.*

Name (print):	Date:
Signature:	

REV: 08/2020  
Tribal Council Approval: 09/03/2020