YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT

Announcement # **2018-017** **Issue Date:** **01-23-18** **Closing Date:** **Open Until Filled**

Education Specialist
Tribal School
Department of Human Services
Hourly Wage: $24.90/Regular/Full-Time

The job of Education Specialist- Yakama Nation Tribal School is done for the purpose/s of providing support to the instructional process by serving as a teacher with specific responsibility for supervising students within the classroom and other assigned areas; developing lesson plans and delivering group and individual student instruction within established curriculum guidelines; collaborating with other teachers, other professional staff, and administrators in addressing instructional and/or classroom issues; and responding to a wide range of inquiries from students, parents or guardians regarding instructional program and student progress.

Knowledge, Skills and Abilities:

- Skill to perform multiple and technical tasks with a potential need to upgrade skills in order to meet changing job conditions.
- Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment with ability to operate a variety of software applications.
- Skill in planning and managing projects.
- Knowledge of basic math, including: calculations using fractions, percentages, and/or ratios.
- Ability to read a variety of manuals.
- Ability to classify data/information and compare results.
- Ability to facilitate a number of activities, meetings, agendas and/or events.
- Skill in providing interviewing techniques and practices.
- Ability to investigate complex problems.
- Ability to critically observe surroundings.
- Ability to enforce discipline policies, rules and regulations.
- Ability to write documents following a prescribed format and present information to others.
- Ability to understand complex multi-step written and oral instructions.
- Knowledge of pertinent laws, codes, policies and/or regulations, personnel procedures, and standard business practices.
- Ability to provide program planning and development.
- Knowledge of proper grammar and punctuation.
- Ability to follow instructional procedures and practices.
- Skill in providing age appropriate student activities and have knowledge of child development behavior.
- Ability to follow standard safety practices and procedures.
- Knowledge of community resources.
- Ability to routinely gather, collate and/or classify data using job-related equipment.
- Ability to be flexible to work with others in a wide variety of circumstances.
- Ability to analyze data using standardized methods.
- Ability to work with diverse individuals and/or groups.
- Ability to analyze issues and create action plans with independent problem solving.
- Ability to meet deadlines and schedules.
- Ability to adapt to changing work priorities.
- Ability to utilize resources from other work units to perform job functions.
- Job requires lifting, carrying, pushing and/or pulling and significant finger dexterity.
- Ability to work independently under broad organizational guidelines to achieve unit objectives.

General Recruiting Indicators:

- Must have and maintain a Washington State Teaching certificate K-8 and or 4-12. Bachelor's Degree in job related area preferred.

Special Requirements:

- Must have and maintain a First Aid/CPR certification.
- Must possess a valid Washington State Driver License with ability to obtain a Yakama Tribal permit.
- Must pass a pre-employment background check.
- Must pass a pre-employment drug/alcohol test.
- Yakama enrolled preference.