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**Karuk Community Health Clinic**  
64236 Second Avenue  
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Happy Camp, CA 96039  
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**Karuk Dental Clinic**  
64236 Second Avenue  
Post Office Box 1016  
Happy Camp, CA 96039  
Phone: (530) 493-2201  
Fax: (530) 493-5364

**Administrative Office**  
Phone: (530) 493-1600 • Fax: (530) 493-5322  
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

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## Vacancy Announcement

(Internal Posting)

**Title:** Youth Education Services Specialist  
**Reports To:** Education Director  
**Location:** Happy Camp and Orleans  
**Classification:** Full Time, Regular, Non-Exempt  
**Salary:** \$18.50-\$23.00 per hour, DOE, Grant Funded until 11/2024

**Summary:** The Youth Education Services Specialist will be based on a school campus primarily working with tribal students based in: Orleans, Happy Camp and Yreka. The position is designed to take on a variety of tasks in support of the teachers and counselors in the school, while targeting specific and customized assistance to tribal students. The Grant objectives include but are not limited to raising student skills in reading and math competency. The position will be required to perform data collection, evaluation, develop and maintain student data, and maintain academic achievement among 6<sup>th</sup>-8<sup>th</sup> grade students.

**Application Deadline: September 11, 2023 by 5:00 pm**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us](http://www.karuk.us). The Karuk Tribe's (TERO) Preference and Drug & Alcohol Policy apply.

If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: [www.karuk.us](http://www.karuk.us) or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2043, Fax: (855) 437-7888, Email: [Humanresources@karuk.us](mailto:Humanresources@karuk.us)

## **POSITION DESCRIPTION**

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### **Responsibilities:**

1. Act as a liaison between the Karuk Education Department and local schools. Maintain working relationships with students, school staff, and administrator and community organizers.
2. Assess needs of the students served, work with school administrators, counselors, and teachers to determine the best method of providing services.
3. Completes Individualized Action Plans in order to maintain academic standards and performance. Communicates with school personnel and parents of children regarding reading and/or math level and rate of progress.
4. Analyze and maintain confidential records of student performance and on student academic achievements, obstacles encountered, recommended remediation, and possible program improvements.
5. Participate in team reviews concerning academic progress for students who are struggling or need services.
6. Provide small group instruction. Provides an atmosphere and environment conducive to the intellectual, physical, social and emotional development of each student to ensure success.
7. Advocates for modified instructional plans and materials to meet the needs of all students.
8. Maintains appropriate records and follows required procedures and practices. Administers informal and formal assessments. Evaluates and assesses student progress against instructional objectives.
9. Empower students to effectively self- advocate.

10. Assist with coordinating and delivering culturally suitable materials, services, and training opportunities for students.
11. Assist the Cultural Resource Coordinator with implementing programs events in conjunction with other outreach programs and/or Tribal Departments.
12. Shall attend pre-approved local and out of the area travel as required for job related training.
13. Shall attend all required meetings (including Education Committee Meetings) and functions.
14. Shall accept other position related job duties as assigned.

**Qualifications:**

1. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
2. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
3. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Demonstrates the ability to understand and follow oral and written instructions.
5. Ability to connect with youth and have respect for youth culture.
6. Have the ability to motivate learning in an educational setting; ability to maintain confidentiality.
7. Have demonstrated ability to exercise tact, discretion, and capacity to inspire cooperation and confidence among students.

**Requirements:**

1. An Associates' degree from an accredited college, OR High School Diploma with two years of professional work history with students OR equivalent combination of a successful higher education experience and work history.
2. Must have demonstrated ability to understand Native American perspectives and establish excellent rapport with Native American students.
3. Must have completed mandated reporter training and CPR/First Aid or be willing to complete both trainings within 90 days of hire.
4. Designs and implements academic interventions using research-based methodology in reading and/or math.
5. Must have excellent organizational skills; ability to work independently.
6. Must be able to coordinate and/or perform multiple tasks of a complex nature requiring discerning judgement.

7. Ability to build relationships with students, families and, build partnerships tribal departments, school entities and communities being served.
8. Must have demonstrated ability to speak clearly and communicate effectively in face-to-face, email, and telephone communications.
9. Must have excellent computer skills; previous experience with online, videoconferencing and other technology-mediated instructional methods.
10. Must adhere to the Tribe's confidentiality policy.
11. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
12. Must successfully pass a pre-employment drug screening test and criminal background check.

**Tribal Preference Policy:** In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

**Veteran's Preference:** It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

**Review Committee Approved:** December 21, 2021 **Revised:** February 22, 2022, November 2, 2022

**Employee's Signature:** \_\_\_\_\_

