



6400 Redwood Drive, Suite 300, Rohnert Park, CA 94928 ■ 707-566-2288 ■ www.gratonrancheria.com

EDUCATION SPECIALIST

Position Description

Department:	Education
Pay Range:	\$77,000 - \$96,000
Hours/week:	40
Classification:	Non-Exempt

Reports to:	Education Director
Effective Date:	August 30, 2017
Revised Date:	May 19, 2021
Type:	Full-time

MISSION STATEMENT

The Federated Indians of Graton Rancheria exists to exercise its inherent sovereign powers, customs, and traditions; to perpetuate its unique native heritage; to preserve and protect the rights and privileges of its Tribe; to establish justice in the conduct of tribal affairs; to work for the social and economic betterment of all citizens; and to foster the value of education.

POSITION SUMMARY

Under the direct supervision of the Education Director, the Education Specialist will provide support, assistance, and guidance related to the Tribe's education programs. The Education Specialist will assist and advise Native Americans and Tribal Citizens to successfully navigate vocational and post-secondary educational opportunities as well as scholarships and financial aid. FIGR educational programs currently range from college/career readiness, internships, college scholarship programs, tutoring, early childhood education and includes Citizen educational programs that cover culture, history, housing, and financial literacy. The Education Specialist will encourage and support an enriched standard of living for Native Americans and FIGR Citizens through life-long learning and educational achievement.

SUPERVISORY RESPONSIBILITIES

N/A

EXAMPLES OF DUTIES

The following duties are considered essential for this job classification:

- Works with students and families to identify education and career goals.
- Identifies academic and career programs and pathway options (GED, vocational and post-secondary).
- Supports, guides, and coordinates access to higher education, career, and vocational opportunities.
- Collects, reviews, and processes education plans and payment for FIGR Scholarship applications.
- Assists the Education Director in developing programs and tracking systems to measure student success.
- Supports students in identifying and securing available sources of financial aid and scholarships, such as FAFSA, California Promise, and other educational grants.
- Assists the Education Director in the development, coordination, and presentation of academic planning and career development modules, and special workshops on relevant topics (e.g., choosing a major, resume development, identifying internships, etc.).
- Assists students with curriculum determinations including course selection and scheduling, selection or change of majors and minors, and provides referrals to specific departments, schools, or colleges as appropriate.
- Reviews and assesses academic records to assist and guide students through academic challenges.

EDUCATION SPECIALIST

Position Description

- Assists students in identifying programs and services related to education and career placement.
- Maintains awareness of developments in educational requirements and related changes at the tribal, county, state, and federal levels.
- Monitors developments for Transitional Aged Youth at the county and state levels in the areas of Education, Housing and Health.
- Schedules and accompanies prospective students on college and vocational program tours.
- Performs data entry to track and monitor student progress.
- Performs other duties, as assigned.

QUALIFICATIONS

Knowledge of: The needs of Native American students specific to accessing higher education and training; GED, vocational, post-secondary education systems, and enrollment requirements; current knowledge relating to the justice system, social justice, and equity in education; principles and procedures related to student advisement; effective communication and mentoring strategies.

Ability to: Adhere to strict rules of confidentiality; establish and maintain a variety of records, reports, and files; understand, interpret, explain and apply program policies and procedures; work within time constraints to meet deadlines; read, understand and follow complex rules, regulations, policies and directives; work effectively with people from diverse cultures, ethnic and socio-economic backgrounds; interact tactfully and effectively with program participants; type adequately to perform duties of the position; establish and maintain cooperative working relationships with co-workers, and Tribal Citizens; demonstrate cultural competency and awareness; exhibit cultural awareness and sensitivity to Native American values and cultures.

License: Must possess a valid driver's license and be insurable under the Tribe's policy.

EXPERIENCE AND EDUCATION

Experience: Minimum of three years of directly related experience working in educational/vocational/career counseling, student advising and/or career mentorship required. Two years of work experience requiring knowledge of financial aid resources preferred, but not required.

Education: Associate degree in Education, Human or Social Services, Sociology, Psychology, or other closely related field required. Bachelor's Degree preferred, but not required.

WORK ENVIRONMENT

Environment: The work environment characteristics described herein are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time. (Limited travel during Covid-19 Pandemic)

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 25 pounds. Talking and hearing are essential to communicate with FIGR Citizens and officials, employees, and vendors.

TRIBAL AND INDIAN PREFERENCE

The Federated Indians of Graton Rancheria is a federally recognized Indian tribe and, in accordance with the Tribe's human resources policies, has adopted and implemented a Tribal and Indian Preference Employment Statute. Pursuant to this Statute, Federated Indians of Graton Rancheria shall give preference in hiring in the following order of priority: (1) Citizens of the

EDUCATION SPECIALIST

Position Description

Federated Indians of Graton Rancheria, (2) All Native Americans who are members of or affiliated with a California Indian Tribe with ties to Marin and Sonoma Counties, (3) All Native Americans who are members of or affiliated with any other California Indian Tribe, and (4) All other Native Americans who are members of a federally recognized Indian tribe.

Aside from employment preference as provided in this section, the Federated Indians of Graton Rancheria shall not discriminate because of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability, or political affiliation.

OTHER

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

Background investigation: This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.

Drug and alcohol screening: All applicants must successfully pass a pre-employment drug and alcohol screening prior to beginning employment and are subject to reasonable-suspicion drug or alcohol testing.

COVID-19: All applicants must successfully pass a pre-employment Covid-19 test prior to beginning employment. FIGR requires all employees to be fully vaccinated against covid-19 and its variants; all employees must provide proof of vaccination prior to employment.

Disclaimer: *The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

EDUCATION SPECIALIST

Position Description

ACKNOWLEDGMENT

I have reviewed the content of the ***Education Specialist*** position description and have been provided a copy of the position description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

Employee (printed name)

Employee (signature)

Date

Supervisor (printed name)

Supervisor (signature)

Date
