



# SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources  
11373 Moorage Way  
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<b>Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy?</b>	
<b>Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders ?</b>	

**JOB TITLE:** Education Student Advocate

**DEPARTMENT:** Education

**POSITION SUMMARY:**

Under the supervision of the Pre-K-12 Supervisor, the Education Student Advocate provides a well-organized, smoothly functioning class and after school environment in which students can take full advantage of the instructional program and available resources.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Work with individual Tribal students (primary goal) or small groups of students (Tribal/non-Tribal, secondary goal) under supervision of classroom teacher to reinforce learning of material or skills initially introduced by the teacher.
- Assist the teacher in devising special strategies for reinforcing material or skills based on sympathetic understanding of individual students, their needs, interests, and abilities.
- Help students master equipment or instructional material assigned by the teacher.
- Guide independent study, enrichment work, and remedial work set up and assigned by the teacher.
- Assists with the supervision of students during emergency drills, assemblies, and field trips.
- Supervise education activities at Swinomish Youth Center or Study Hall as assigned.
- Participates in in-service training programs as assigned.
- May attend parent conferences and meetings when appropriate.
- Monitors student progress in instruction programs and works cooperatively with supervising teacher.
- Implement behavioral management strategies in coordination with supervising teacher.
- Attend professional development opportunities.
- Be a strong advocate for students.
- Because of the Tribes commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

**MINIMUM QUALIFICATIONS**

- 0-5 years working in an educational environment;

- All Advocates must have completed the equivalent of an Associate Degree or passed the state Para Educator test;
- Proof of U.S. Citizenship.
- Current First Aid/CPR certification.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Effective behavior management techniques;
- Rules and procedures for student safety;
- Necessary equipment, computers, machinery, tools, or software;
- Basic subjects including arithmetic, grammar, spelling and reading;
- Subject areas appropriate to assignment;
- Effective communication with students, parents or guardians, staff and administrators;
- Designing and implementing lesson plans for students having a wide range of achievement;
- Addressing students in an understanding, patient, receptive, positive and confident manner;
- Organizing activities in keeping with the maturity and attention span of assigned students;
- Redirecting student behavior;
- Position will require passing scores on a basic academic skills test;
- A proven ability to work well with students;
- A proven ability to develop and maintain a cooperative relationship with all school and tribal personnel and particularly with students;
- Proven record of punctuality and dependability.

#### **WORK ENVIRONMENT AND TIME COMMITMENT**

- While performing the duties of this job, the employee is frequently required to stand, walk and talk, and/or hear;
- The employee is occasionally required to sit, 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 30 pounds;
- Specific vision abilities required by this job include close vision and the ability to adjust focus;
- The noise level in the work environment is usually moderately quiet;
- Work is performed primarily indoors with occasional outside office work as required;
- 35-40 hours per week, 9-month position;
- Work schedule M-F with assigned work schedule;
- Some summer work schedules.

#### **EMPLOYMENT CONDITIONS**

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of Education Student Advocate is considered to be a classified "standard hour" position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extensive criminal background check.

**TRIBAL PREFERENCE**

**Indian Preference in hiring shall apply to Swinomish Indian Tribal Community job opportunities. Employees working with vulnerable populations will be required to submit to drug and alcohol screening as needed.**

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_