

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2020-135 **Issue Date:** 09-09-20 **Closing Date:** 09-15-20

Education Specialist
Tribal School
Department of Human Services
Hourly Wage: \$28.83/Regular/Full-Time

The Education Specialist is a professional position in the Yakama Nation Tribal School. The job of the Education Specialist is done for the purpose 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:

- Knowledge of pertinent laws, codes, policies and/or regulations, personnel procedures, and standard business practices.
- Skill to perform multiple and technical tasks with a potential need to upgrade skills in order to meet changing job conditions.
- Ability to operate standard office equipment and a variety of software applications.
- Ability to facilitate a number of activities, meetings, agendas and/or events.
- Ability to investigate complex problems.
- Ability to enforce discipline policies, rules, and regulations.
- Ability to write documents following a prescribed format and present information to others.
- Ability to communicate effectively both orally and in writing.
- 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 issues and create action plans with independent problem solving.
- Ability to meet scheduled deadlines.
- Ability to adapt to changing work priorities.
- Ability to work independently under broad organizational guidelines to achieve unit objectives.
- Ability to demonstrate a high degree of personal integrity and be able to maintain strict confidentiality.

Minimum Requirements:

- Bachelor's Degree in Education or related field.
- Two years of job related experience is required.
- Valid Washington State Teaching Certificate with endorsement and/or special Emergency Endorsement and maintenance of a valid certificate as required.
- Required to pass pre-employment drug test.
- Required to pass background and fingerprint check in accordance to Yakama Nation Tribal School policy.
- Must possess a valid Washington State Driver's License with the ability to obtain a Yakama Nation Tribal Driving Permit.
- Must possess a current First Aid/CPR card.
- Must have no history of child abuse or neglect and drug or alcohol abuse.
- Enrolled Yakama Preference, but all qualified applicants are encouraged to apply.

Preferred Requirements:

- Master's Degree in Education or related field.