



Rincon Band of Luiseño Indians

Contact Us:

One Government Center
Lane

Valley Center, CA 92082

Phone: (760) 749-1051

Hours: 8:00 am – 4:30 pm

Monday - Friday

www.rincon-nsn.gov



JOB ANNOUNCEMENT

Title: Teacher

Requisition Num.: 022-2024

Open Date: 07/25/2024

Closing Date: Until Filled

Department: Education

Classification: Part-Time/ Non- Exempt

Salary: Commensurate with Experience

Location: Valley Center, CA

Opportunity: Under the direct supervision of the Education Manager, the Teacher is responsible for supervising, educating and supporting students to help them accomplish learning benchmarks. Their duties include planning lessons that target specific skills and concepts, managing classroom behavior to keep all students engaged in the lesson and providing individual support and feedback for their students, and assist with the coordination for an effective instructional program. This person will conduct business in a professional and cordial manner that will uphold the integrity and reputation of Rincon. This position maintains a thorough working knowledge of and adheres to tribal policies, regulations, and procedures.

JOB RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Assist with the coordination and conduction of student development activities.
- Assist tutors with developing and/or presenting teaching strategies and instructional units and recommending materials and activities.
- Assist in previewing, selecting, and developing materials based on current educational trends and developments through professional literature, classes and seminars.
- Assist with the development, presentation, and implementation of the curriculum instructional activities related to the program.
- Provide supportive services to parents, tutors, students, and administration.
- Promote community understanding of curriculum goals, objectives, and programs. Encourage community involvement wherever appropriate.
- Assist with planning, coordination, and implementation of special education projects, programs and events.
- Keep professional skills and knowledge updated.
- Share in the responsibility for the effective operation of the Rincon Education program.
- Encouraging students to explore learning opportunities and career paths.
- Provide a safe, thriving, and respectful environment for all students in the classroom and on the Rincon Education campus.
- Follows instructions; responds to management direction; takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.

To Apply:

Employment with the Rincon Band of Luiseño Indians begins by filling out an application and resume and turning it into the Human Resources Department at the Government Center, or emailing it to jobs@rincon-nsn.gov.

To work for the Rincon Tribe, you minimally need:

- High School Diploma or GED
- A valid California driver's license

Applications which are not completely filled out will not be considered.

Preference:

Tribal preference will be given to eligible Rincon Tribal Members who meet the minimum qualifications. Background investigation drug and alcohol screening are required as a condition of employment. Rincon Band of Luiseño Indians is an equal opportunity employer.

JOB RESPONSIBILITIES CONT'D

- Proficient with internet software appropriate storage of electronic files and operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment, use/storage maintenance of multiple usernames and passwords and computer related problem, problem solving skills through the use of available trainings and helpdesk.
- The employee must be able to handle frequent interruptions and must also multitask and interact with a wide variety of people on various and, at times, complicated issues.
- The employee must be able to adapt to changes in the work environment; manage competing demands; change approach or method to best fit the situation; be able to manage delays or unexpected events and use reason when dealing with challenging topics.

OTHER DUTIES

- Follow established government policies and those outlined in the Rincon Tribal Government Employee Handbook and on our government employee portal.
- Demonstrates an awareness and appreciation of the cultural diversity of the community.
- Works independently in the absence of supervisor.
- Maintain a clean and safe working environment.
- Adhere to safety standards and regulations of the Tribal Council.
- Handle all confidential and proprietary information in accordance with policies and procedures.
- Attends required meetings and trainings.
- Other duties may be assigned at the discretion of the Manager or designee to fulfill the government's needs, objectives and/or goals.

QUALIFICATIONS/KNOWLEDGE, SKILLS, AND ABILITIES

- Must be able to represent the Rincon Tribal Government effectively and professionally in a public venue.

Education/Experience and/or Training:

- Graduation from a U.S. high school, G.E.D. or equivalent from a U.S. institution, or a California High School Proficiency Examination (CHSPE) certificate is required.
- Teaching Credential or equivalent

Licenses or Certifications:

The following license and certification are required to be maintained throughout employment and are not subject to waiver:

- Valid California Driver's License. Must maintain a satisfactory driving record with the DMV.

Work-Related Knowledge:

- Provide student with opportunities to establish and achieve educational goals.
- Provide educational programs to develop student abilities and talents.
- Identify and select suitable learning materials, equipment and resources.
- Utilize a variety of appropriate teaching techniques and methods

Selection Process:

All applications will be reviewed, and the most appropriately qualified individuals will be invited to continue in the selection process. The process may include a written and/or oral examination to assess job related education, experience and training. All prospective employees must live within a 50-Mile Radius from the Rincon Government Center.

Resumes will not be accepted in lieu of completed application forms but may be attached.

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Work-Related Knowledge Cont'd:

- The ability to monitor student progress through evaluation, goal setting and documentation.
- Strong organizational skills and the flexibility and ability to manage time and multiple tasks with little supervision.
- Proficiency with all current Microsoft Office programs as well as any other software programs, online communication platforms and other technology necessary to perform the job.
- Successful applicants will be a creative thinker, an energetic self-starter who enjoys new challenges and are able to function comfortably in a fast-paced team environment or independently.