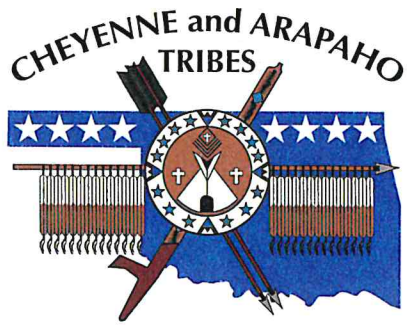


PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
Fax 405.422.8222

Vacancy Announcement

POSITION: Student Advisor

PROGRAM: Academic Enrichment and Excellence

LOCATION: Concho, OK

ISSUE DATE: January 10, 2022 **CLOSING DATE:** Until Filled

PRIMARY RESPONSIBILITIES: The Student Advisor provides educational information, referral services to students and families promote educational success, and school completion. The incumbent collaborates with school district staff, parents, and students to encourage students to stay in school. This position advocates on behalf of the Cheyenne and Arapaho Tribes for Tribal Citizen students attending the public schools in the Cheyenne and Arapaho service area.

MAJOR DUTIES:

1. Identify at risk students and collaborates with staff to address educational issues affecting student.
2. Collaborate with teachers to ensure at risk students receive appropriate assistance.
3. Counsel students considered at-risk regarding school and attendance.
4. Maintain progress files for each student, collaborates with counselors and teachers regarding each student's educational needs and makes recommendations for changes as needed.
5. Make home visits to investigate cause for student's attendance problems.
6. Review attendance records to identify students who have excessive absences and compiles attendance report.
7. Conduct home and site visits to build good communication between the schools, students, and the parents.
8. Conduct scheduled visits to school sites in the community to support, monitor, and assess needs of Tribal students.
9. Meet and network with education community resources including but not limited to the following school administrations, truancy prevention staff, and other Indian Education programs and organizations.
10. Refer students to school and/or Tribal services such as counseling, tutoring, and other programs that will assist the student with their academic career.

11. In collaboration with school district personnel, provides assistance in the development of an Individual Education Plan (IEP) for students/families, monitors progress and serves on Child Study Teams.
12. Keep daily logs of student/parent contacts and compile reports as required.
13. Conduct presentations for parents, students, and faculty regarding at risk students and dropout prevention programs.
14. Perform other duties of a similar nature or level as requested by supervisor or director.

KNOWLEDGE, SKILLS AND ABILITIES:

- Cheyenne and Arapaho culture, customs, resources and traditions and/or a willingness to learn.
- Keep detailed records of educational activities;
- Keep detailed student records for program evaluation purposes;
- Coordinate outreach efforts in assigned area;
- Travel to meetings, seminars, workshops and job fairs on/off reservation;
- Motivate students to work for extended periods;
- Public speaking;
- Facilitation and/or co facilitation of student and/or parent workshops;
- Operate a variety of office equipment, including a computer and related software applications;
- Good communication and interpersonal skills as applied to interaction with co-workers, supervisor, management, tribal members, and the public. Have ability to sufficiently exchange or convey information and receive verbal and written work instructions.
- Must possess a current OK driver's license and have a clean driving record for insurance purposes and must be willing to travel extensively within the Tribes service area.
- Ability to pass OSBI background check and drug test.
- Must be able to work flexible hours including weekends and holidays.

EDUCATION AND EXPERIENCE:

Bachelor's degree in education or related field preferred, experience working in the Cheyenne and Arapaho and/or tribal community with youth. Cheyenne and Arapaho Tribal Citizen preference.

SALARY: Negotiable, depending on qualifications and experience.

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

Personnel Department

P.O. Box 167

Concho, OK 73022

Or e-mail: atisdale@cheyenneandrapaho-nsn.gov

Office (405) 422-7498

Fax (405) 422-8222

Toll Free 1 (800) 247-4612 ext. 27498



To view all our current vacancy announcements, please visit our website at: www.cheyenneandrapaho-nsn.gov