

PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
Fax 405.422.8222

*****Vacancy Announcement*****

POSITION: Student Advisor

PROGRAM: Academic Excellence and Enrichment Program

LOCATION: Education Blvd, Concho OK

ISSUE DATE: June 21, 2022

CLOSING DATE: Until Filled

PRIMARY RESPONSIBILITIES: The Student Advisor provides support, referral services, and incentives to students and families that promote educational success and school completion. The incumbent collaborates with the department of education and school district staff to encourage students to stay in school through academic, social and cultural involvement. This position is an advocate on behalf of the Cheyenne and Arapaho families and students in the public-school districts in the Cheyenne and Arapaho service area.

MAJOR DUTIES:

1. Identify eligible students and collaborate with staff to address educational issues affecting students.
2. Counsel students to improve school attendance grade point average (GPA).
3. Maintain progress files for each student and makes recommendations for changes as needed.
4. Review attendance records to identify students who have excessive absences and compile attendance reports.
5. Conduct home and site visits to build good communication between the schools, students, and families.
6. Conduct scheduled visits to school sites in the community to support, monitor, and assess the needs of students.
7. Network with education community resources including but not limited to the following: school administrations, truancy prevention staff, and other Indian Education programs and organizations.
8. Refer students to school and/or Tribal services such as counseling, tutoring, and other programs that will assist the student with their academic needs.
9. Provides assistance in the development of an Individual Education Plan (IEP) for students/families, monitors progress and serves on Child Study Teams.
10. Conduct presentations for parents, students, and faculty regarding at risk students and dropout prevention programs.
11. Perform other duties of a similar nature or level as requested by supervisor or director.

KNOWLEDGE, SKILLS AND ABILITIES:

- Understand Cheyenne and Arapaho culture, customs, resources and traditions and/or a willingness to learn.
- Ability to keep detailed student records for program evaluation purposes.
- Ability to coordinate outreach efforts in assigned school districts.
- Ability to motivate students to work for extended periods.
- Ability to speak in front of school administrators, families, and students.
- Ability to facilitate student and family workshops and presentations.
- Ability to communicate effectively with co-workers, supervisor, tribal programs, tribal citizens, and the public.
- Ability to pass OSBI background check and drug test.
- Operate a variety of office equipment, including a computer and related software applications;
- 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.
- Must be able to work flexible hours including evenings, weekends, and holidays.

EDUCATION AND EXPERIENCE: Associate's degree in education or related field experience in tribal education departments, Indian Education, and/or public school districts, 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@cheyenneandarapaho-nsn.gov

Office (405) 422-7498

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



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