

**YUROK TRIBE-JOB DESCRIPTION**  
**Guidance Technician**

Job Title:	<b>Guidance Technician</b>	Job Grade	<b>5/7/9</b>
Department	<b>Education</b>	Location	<b>Klamath, Weitchpec, Eureka</b>
Reports To:	<b>Director/Assistant Director</b>	FLSA Status	<b>Non Exempt</b>
<b>ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE</b>			
Salary Range	<b>\$15.91/\$19.72/\$24.12</b>		

**POSITION SUMMARY:**

Incumbent is under the general supervision of the Education Director or Assistant Education Director. The Guidance Technician is responsible for providing basic technical guidance services in all academic areas to Yurok students in grades 7-12 and/or young adults. Incumbent is responsible for assisting tribal members in college preparation and selection, class selection, career inventories, Adult Vocational Program (AVT) Program selection and application processing, and ensuring that tribal members are aware and utilizing all financial aid options available to them. The incumbent will provide career planning, higher education planning, organizing and implementing college and higher education motivational activities. This position requires well-developed communication skills and well developed academic and successful higher education experience.

**DUTIES AND RESPONSIBILITIES:**

1. Provides various higher education motivational activities to tribal members such as workshops, college tours, recognition activities, luncheons, and college motivation days.
2. Develops a positive working rapport with target students and their families within grades 7-12.
3. Meets with students to assist in their educational planning, career selection, and educational progress. Gives students feedback on their educational progress, higher education preparation, and options for college or vocational programs.
4. Provides Advocacy to students and their families in IEP meetings, Student Study Team (SST) meetings, meetings with Principals, Superintendents and other school related meetings.
5. Makes referrals of at risk JOM students to tutoring services or other related support services.
6. Planning and implementing higher education motivational activities for program participants.
7. Supports and assists individuals and/or groups on financial aide options, FASFA applications, private and government funding processes, higher education grants and scholarships, including deadline notification.
8. Provides planning, scheduling and implementation of college preparation activities for 7-12 grade students and their parents.
9. Maintains daily student contact sheets, student attendance records and documents academic progress of students.
10. Maintains database of program participants and lists of 8<sup>th</sup>, 12<sup>th</sup>, and college graduates.
11. Attends and participates in staff meetings and parent meetings as appropriate.
12. Assists in planning and implementing potlucks, community events, community meetings, and activities regarding higher education.

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13. Communicates and coordinates with other related programs, high school guidance offices, teachers, Title VII Programs, funding sources, colleges, and other higher education programs.
14. Advertise services clearly to targeted tribal members and their parents.
15. Clearly communicates financial aid options, deadlines and college options to students.
16. Works under conditions of minimal supervision.
17. Performs other duties as required to meet the needs of the program and organization.

#### **SUPERVISORY RESPONSIBILITIES:**

Position can supervise JOM Tutors when assigned.

#### **MINIMUM QUALIFICATIONS:**

1. Must have knowledge of Yurok culture and have the ability to work with students, parents, related programs, school personnel, peers and program staff.
2. Must be able to operate basic computer software programs in order to maintain a database.
3. Must have dependable work history and attendance record.
4. Must have a valid driver's license, automobile insurance and ability to travel within designated service area.
5. Must be insurable under the Yurok Tribe's auto insurance.
6. Must have demonstrated knowledge and experience with higher education programs, career programs, and schools.
7. Must have a positive attitude toward education and be able to serve as a positive role model for program participants.

#### **EDUCATION/EXPERIENCE:**

Grade 5: Two (2) years above high school and two (2) years general experience or one (1) year of specialized experience equivalent to next lower grade level.

Grade 7: Bachelor's Degree or one (1) year of specialized experience equivalent to the next lower grade level.

Grade 9: Bachelor's Degree and two (2) years' experience either teaching students, tutoring students or providing guidance type work.

Equivalent combinations of education and experience are qualifying for all grade levels of this position.

#### **CONDITIONS OF EMPLOYMENT:**

1. All applicants are subject to the Tribe's Drug and Alcohol Free Work Place Policy including pre-employment screening.
2. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

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3. Anyone convicted of a drug or alcohol related offense in the past three years is not eligible for employment with the Yurok Tribe Education Department.
4. Must obtain CPR/First Aide Certificate within six months of hire.
5. Must pass a TB test and hepatitis screen when required by the school district.
6. Must pass a criminal/character background check and a Department of Justice finger print investigation.
7. THIS POSITION REQUIRES COMPLIANCE WITH THE INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION ACT PUBLIC LAW 101-630 ; 25 CODE of FEDERAL REGULATIONS PART 63 – INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION; CRIME CONTROL ACT OF 1990, EMPLOYEE BACKGROUND CHECKS; and EXECUTIVE ORDER 12968, ADJUDICATIVE GUIDELINES
8. LANGUAGE SKILLS: Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
9. REASONING ABILITY: Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.
10. PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 20 pounds.
11. VISION REQUIREMENTS:
  - Close vision (clear vision at 20 inches or less).
  - Color vision (ability to identify and distinguish colors).
  - Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
  - Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, \_\_\_\_\_ (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee #

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date