

**CONFEDERATED SALISH AND KOOTENAI TRIBES  
OF THE FLATHEAD NATION  
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**\*\*\*\*VACANCY ANNOUNCEMENT\*\*\*\***

**TITLE:** Basic Education Teacher/Math

**LOCATION:** Kicking Horse Job Corp - Ronan, MT

**SALARY:** \$16.98 to \$19.74 per hour  
(May be employed under a contract)

**CLOSING DATE:** Open until filled

**SPECIAL CONDITIONS:**

This is a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy and is subject to random testing. **The successful applicant if not already employed by the Tribes must pass a pre-hire drug test and will be required to serve a six-month probationary period.**

**DUTIES:**

- Instruct under the curriculum guidelines of Job Corps ensuring that techniques and methods of instruction produce maximum efficiency of learning.
- Accountable for all educational data associated with the center, to include: scheduling of meetings with assigned student to meet educational and social needs: in put for pay increases; student's homes leaves, and progressive performance evaluation input on educational progress.
- Perform the duties as a team member representing the Education Department on the individual student Career Development Team Chairperson to meet requirements of the maximum benefits of the CDSS Program to include: updating the student's Personal Career Development Plan, student scheduling to meet the 45 day evaluation cycle; assessing the reporting student progress so this information can be documented on the student profile; initiating student career technical training and 10 day schedule changes; determining if student has acquired educational, career technical training, and social criteria for graduation; initiating student into exit readiness for graduation, and document and coordinate Career Transition Services needed by student graduates and former enrollees.
- Responsible for documentation of individual student class records to include: daily class records, milestones completed, transferring of dated documentation to student profile weekly.
- Responsible for accountability: roll taking, student conduct, student participation, reporting of special incidents and equipment.
- Ensure classroom environment for positive learning atmosphere, in regard to cleanliness and orderliness.

**DUTIES CONTINUED:**

- Assist in revisions of educational program when needed.
- Responsible for integration of educational/CTT skills to educational program.
- Work irregular hours when needed.
- Perform all other work related duties.

**MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)**

- Must possess a college diploma and possess a current Class 1 or Class 2 Secondary Montana Teacher Certificate. This certification must be maintained.
- This is a Tested Designated Position (TDP) and is subject to random drug testing.
- A current secondary education endorsement from other states; that is equivalent to a MT Class 1,2,3; will be considered if it can be converted to a MT Educator License within six months.
- Employee is required to pass a background investigation per PL-101-630.

**DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):**

- Understanding of curriculum and appropriate instructional methods.
- Must possess educational teaching skill, which includes relationship building, communication, evaluation, documentation, large and small group instruction, and audiovisual operation.
- Must be a team player with the ability to coordinate with other instructors.
- Able to implement teaching methods to produce maximum efficiency of learning.
- Must be able to work with socially, economically and "at promise" youth.
- Be able to provide learning activities to capture the interests and enthusiasm of such students.
- Teacher must be actively and personally involved in understanding the academic needs, behavior patterns, emotional responses, and personal problems that distinguishes each student.

**SUBMIT:**

1. Completed Tribal employment application (resumes are not accepted).
2. Certified copies of relevant academic transcripts and training certificates.
3. Tribal enrollment verification if enrolled in a federally recognized other than CSKT.
4. If you are claiming Veterans Preference, a copy of the DD214 must be submitted with the application.

**FAILURE TO SUBMIT ALL OF THE ABOVE INFORMATION WILL RESULT IN IMMEDIATE DISQUALIFICATION DURING THE SCREENING PROCESS**

**SUBMIT ALL OF THE ABOVE TO:** Evelyn Charlo, Personnel Office, P.O. Box 278, Pablo MT 59855, telephone 406.675.2700 ext. 1029.

**FOR MORE INFORMATION:**

Contact: Arlene Bigby @ 675-2700, ext. 6334 or John Wheeler, Kicking Horse Job Corps Center Director @ 675-2700, ext. 6301.