

The Santa Rosa Rancheria is accepting applications for the following position. Applications are available at the Human Resources Department, Monday-Friday from 8am-5pm, (Excluding Holidays) or you may contact the Human Resources Department at (559) 924-1278 ext. 4003 or visit our Tribal Website at [www.tachi-yokut-nsn.gov](http://www.tachi-yokut-nsn.gov)

### Job Requisition Form

**Department:** Education

**Position to be Filled:** Liaison

**Required Qualifications/Essential Duties:**

- High School Diploma or General Education Degree (GED) with 2 year experience in education setting plus Para-educator Certificate within 90 day introductory period-**Required;**
- Associates or Bachelor's degree- **Preferred**
- Valid California Drive License – **Required;**
- Must be insurable through company's carrier and maintain throughout employment- **Required;**
- Must obtain a valid California Class B (15 passenger van) Permit license within 90 days introductory period- **Required;**
- Must maintain valid California Class B (15 passenger van) License throughout employment- **Required;**
- Possess a Valid First Aid and CPR certification or able to obtain within 90 day introductory period- **Required;**
- Must have an understanding of problems facing Indian people in regarding to education;
- Possess ability to interact and establish good working relationship with students, teachers, parents and school administrators;
- Serve as a liaison with the various schools that the Department of Education works with;
- Conduct parent contacts and home visits;
- Work and communicate with various schools and administrations on academic progress of Tribal Member children;
- Would directly assist parents when students are involved with IEP, School Sites/District SARB, Student Review and Santa Rosa Rancheria Education Review Board (SRRERB) meetings;
- Conducts or participates in workshops, committees and conferences designed to promote intellectual, social and physical welfare of students;
- Transport students to and from outings, school and any other functions;
- Operate various office and classroom equipment;
- Assist implementing activities for the Education Department;
- Assist in the development of monthly activities and lesson planning such as calendars, activity planners, attendance and contacts;
- Assist in daily operations of the Department of Education such as answering phones, file, type and other clerical duties;
- Other duties as assigned;
- Drive company vehicle or personal vehicle to conduct business on behalf of the Education Department.

**Reports To:** Liaison Supervisor

**Starting Rate of Pay:** \$16.25 per hour (Non-Exempt)

**Approximate Hours:** 40+ hours per week

**Date Posted:** August 11, 2020

**Deadline:** Open Until Filled

\_\_\_\_\_  
Department Director                      Date

\_\_\_\_\_  
Human Resources Director              Date

The Santa Rosa Rancheria Tachi-Yokut Tribe shall extend employment preference across all employment opportunities for qualified Native Americans in accordance with and subject to applicable law, including Title VI of the Federal Civil Rights Act, which recognizes Native American employment preference.