



# COLORADO RIVER INDIAN TRIBES

## *Human Resources*

26600 Mohave Road

Parker, Arizona 85344

Telephone (928) 669-1320 \* Fax (928) 669-5263

## **VACANCY ANNOUNCEMENT**

**April 3, 2019**

**#78-19**

Department: Education Department  
Position: GED Instructor (Non-Exempt)  
Reports To: Education Director  
Salary: \$24.03 per hour

### Job Summary:

The Adult Education Instructor provides adult literacy instruction, basic education and GED preparation instruction to eligible Tribal enrolled members. The incumbent facilitates a class of between ten and twenty students. This position works with students at various educational levels, ranging from instruction for pre-high school level reading and math, and preparation for the General Educational Development (GED) test.

### Duties & Functions:

1. Provides adult literacy instruction, adult basic education, and GED preparation instruction to eligible Tribal enrolled members in non-traditional enrichment setting.
2. Prepares an individual education plan, provides GED and adult literacy instruction modules, and assists the students to satisfactory progress in the area of instruction.
3. Administers the Test Adult Basic Education (TABE) to assess the individual's current education performance ability, based on the educational assessment, provide referrals for students, submit monthly reports, attend staff meetings and training workshops, and maintain student files.
4. Provides daily formal instruction, as well as informal personal interaction and role modeling for clients.
5. The instructor is responsible for recording student attendance, preparing skill level appropriate material, working with students one-on-one, as a small group, and as a class.
6. Assist in developing and implementing culturally responsive curricula and lesson plans.
7. Adapt instruction to meet student needs while maintaining cohesive, multi-level group dynamics.
8. Maintains organization of materials, handouts, classroom schedules, equipment care, etc.
9. Maintains detailed records of all program participants' educational activities and their progress.
10. May be required to transport students to and from GED testing centers.
11. Keep up to date with developments in subject area, teaching resources and methods and make relevant changes in instructional plans and activities.



12. Other duties may be assigned at the discretion of the Director or designee to fulfill the Department's needs, objectives and/or goals.
13. Follow established Tribal policies and those outlined in the Colorado River Indian Tribes Employee Handbook.

**Required Skills and Abilities:**

Knowledge of:

1. Adult learning/teaching concepts/methods;
2. Fundamental theories, concepts and methods of working with adults with minimal education and work histories skills;
3. Educational assessment for adult learners;
4. Methods for increasing literacy abilities of adults;
5. All general studies (English, math, science, history, etc.);
6. CRIT culture, customs, resources and traditions and/or a willingness to learn.

Skills and Abilities:

1. Keep detailed student records for program evaluation purposes;
2. Interviewing and collecting pertinent information for educational assessment;
3. Assessing the daily functioning of the adult;
4. Motivate students to work for extended periods;
5. Coordinate outreach efforts in assigned areas;
6. Exercise independent judgments;
7. Teach adult basic education and adult secondary education - and the employee will have to supervise all students at all times;
8. Handle multiple tasks and meet deadlines;
9. Maintain confidentiality;
10. Operate a variety of office equipment, including a computer and related software applications;
11. Good communication and interpersonal skills as applied to interaction with co-workers, supervisor, management, Council members, and the public. Have ability to sufficiently exchange or convey information and receive verbal and written work instructions.

**Education & Experience Requirements:**

1. Bachelor's Degree in Education, Social Work, American Indian Studies, or closely related field. Three (3) years of experience in classroom teaching or workshop facilitation.
2. Possession of an Adult Education Teaching Certificate or be able to obtain the certificate within 6 months of hire.
3. Prior teaching experience preferred.
4. Must possess a current valid driver's license throughout employment.

**Physical Requirement:**

1. Be able to stand at least eight (8) hours.
2. Must successfully complete a drug screening test prior to appointment.
3. Physically able to perform duties assigned.
4. Occasionally work extended shifts as assigned, some weekends and holiday.



**Tribal and Indian Preference:**

The Colorado River Indian Tribes has implemented a Tribal / CRIT Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Colorado River Indian Tribes will be given primary preference in hiring and employment for this position. Let it be known that Tribal preference is integrated into the interview and scoring process for candidates for job positions.

**OTHER:**

**Confidentiality:** All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

**Background Investigation:** This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.

**Drug Screening:** All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing per the CRIT Employee's Handbook, Substance Abuse Policy.

*Disclaimer:* The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

**For Employment Application visit: <http://crit-nsn.gov>**

**Submit completed application to: CRIT Human Resource Department  
26600 Mohave Road  
Parker, Arizona 85344**

**APPLY:**

**COLORADO RIVER PREFERENCE:**

Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

**C.R.I.T. Offers**

Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan. Pre-employment drug screening is required.



