



## PECHANGA INDIAN RESERVATION

*Temecula Band of Luiseño Mission Indians*

Post Office Box 1477 • Temecula, CA 92593  
Telephone (951) 770-6000 Fax (951) 695-1778

### JOB ANNOUNCEMENT

POSITION TITLE:	Comprehensive Teacher Support	OPENING DATE:	August 25, 2021
CLASSIFICATION:	Part-Time	FILING DEADLINE:	September 3, 2021
STATUS:	Non-Exempt	DEPARTMENT:	Pechanga School
RATE OF PAY:	DOE	SUPERVISOR:	Principal
HIRING PREFERENCE POSITION CATEGORY:			B

#### SUMMARY:

The Comprehensive Teacher Support (CTS) will provide assistance and support to the day-to-day operations of the Pechanga Chámmakilawish School. The CTS will perform a variety of duties that includes but are not limited to the following: provide assistance to Teachers in the classroom relating to curriculum, classroom preparations, cultural activities, and classroom instruction. Assist with scheduling, preparations, and the implementation of school activities, field trips, projects, celebrations, and holiday and school functions. The CTS will provide back-up support due to absences, in the areas of substitute teaching, school office clerical duties, and the school cafeteria. In addition, the CTS will assist on a regular basis with playground supervision during recess and student lunchtime.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist with various school activities, including field trips, events, celebrations, and holiday and school functions.
- Assist with teaching Luiseño language and culture.
- Attend to children's physical, emotional, intellectual and social growth.
- Provide playground supervision while students are on recess and during student lunchtime.
- Work with individual students or small groups to reinforce learning materials or skills introduced by the teacher.
- Participate in classroom cultural related activities.
- Assist with PE instruction, sports and physical games. Duties include but are not limited to physical play, coaching, promoting physical activity, good sportsmanship, and teamwork.
- Work as a substitute teacher in the event a teacher is absent.
- Assist in the maintenance of acceptable classroom behavior.
- Assist the Cook when directed and when filling in during absences, to prepare and execute daily lunches and snacks using fresh and healthy products.
- Assist the Cook when directed and when filling in during absences, to prepare for special activities and refreshments for field trips, field days, school celebrations, etc. This may require assisting with the planning, decorating and shopping for necessary items needed to ensure the success of the celebration.
- Ensure that compliance standards for food handling, food production, and food storage are met at all times.

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of Luiseño Indians applies Indian preference in employment. It is the policy of the Pechanga Tribal Government to give preference in hiring, promotions, and transfers into vacant positions to qualified applicants in the following order: 1) Pechanga Tribal Members; 2) Pechanga Tribal Member Spouses; 3) non-member American Indians. At-Will Employment: Employment with the Pechanga Tribal Government is at-will and can be terminated with or without cause, and with or without notice, at any time, either at the option of the employee or the Pechanga Tribal Government. Drug Testing: The Pechanga Tribal Government is a drug-free workplace. All employees are subject to drug testing. Background Investigation: All candidates and employees may be subject to a background investigation.

- Provide clerical support when requested to include answering phones, typing, proofreading, filing, and the verification and recording of information.
- Assist with the coordination and organization of school supplies and materials.
- Must adhere to all policies and procedures of the Pechanga Tribal Government and the Chámmakilawish Pechanga School Handbook.

#### QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- High School Diploma or GED **required**.
- Bachelor's Degree in education or other related field from an accredited institution **required**.
- Successful completion of 12 units in Early Childhood Development classes **required**.
- Three (3) years experience working with school age children **required**
- Experience with Microsoft Word and Outlook **required**.
- Must possess excellent organizational skills.
- Must be able to physically interact with active school age children.
- Must have or complete within three (3) months of employment and maintain during employment the ServSafe Food Handler certification.
- Demonstrated ability to develop constructive and cooperative working relationships with others, and maintaining them over time.
- Certified in child and infant CPR.
- Must be of good character, patient, and personable.
- This position must comply with the Pechanga Tribal Government's Drug-Free Workplace Policy. This includes pre-employment testing, post-accident or injury, and random testing.
- Must successfully pass a pre-employment background investigation.

#### COMPLETE JOB DESCRIPTION AND APPLICATIONS ARE AVAILABLE AT:

PECHANGA GOVERNMENT CENTER  
12705 PECHANGA ROAD TEMECULA, CA 92592  
[WWW.PECHANGA-NSN.GOV](http://WWW.PECHANGA-NSN.GOV)

#### Send application and resume to:

Email: [HR@PECHANGA-NSN.GOV](mailto:HR@PECHANGA-NSN.GOV)  
Fax: 951-587-2209

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