



TO'HAJIILEE COMMUNITY SCHOOL BOARD OF EDUCATION, INC.

(A non-profit government contractor)

P.O. Box 3468 | To'Hajiilee, NM 87026 | (505) 908-2145 | www.tohajiileeschool.com

VACANCY ANNOUNCEMENT

POSITION TITLE: Student Success Advisor (7-12)
ALL CORE SUBJECTS

TCSB-2627-004
Announcement No.

SALARY RANGE: Level II: \$33,971 to \$47,274 PER SCHOOL YEAR
(Based on Education, Experience and NM License Level)

OPEN UNTIL FILLED
Opening Date

FLSA STATUS: Exempt

SCHOOL YEAR CONTRACT

OPEN UNTIL FILLED
Closing Date

EQUAL OPPORTUNITY EMPLOYER

Within the scope of Indian Preference, all candidates will receive consideration without regard to race, color, sex, religion, national origin, or other non-merit factors.

NAVAJO/INDIAN PREFERENCE POLICY

In filling vacancies, the school shall give preference to qualified enrolled members of the Navajo Tribe in accordance with the provisions of the Navajo Sovereignty in Education Act of 2005. Verification of Navajo/Indian preference must be submitted with the application if claiming Navajo/Indian Preference.

THE EMPLOYMENT IS SUBJECT TO BACKGROUND INVESTIGATION CLEARANCE PROCEDURES.

Section 231 of the Crime Control Act of 1990, Public Law 101-647 (codified in 42 United States Code § 13041), and Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630 (codified in 25 United States Code § 3207) requires a criminal history records check as a condition of employment for positions that involve regular contact with or control over Indian children. This statement is notice that a national criminal record check will be conducted as a condition of employment. A favorable screening and a favorable background investigation is a condition of employment.

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of To'Hajiilee Community School are expected to conform to the following:

- Work with students in grades seven through 12
- Sign an ethical statement, prescribed by the department, stating that the licensee shall not provide mental health services while employed as a student success advisor.
- Alternative student success advisor licenses shall be non-renewable. Student success advisors shall complete the requirements to earn a school counselor license defined in 6.63.6 NMAC within the five-year term of their alternative license to maintain employment in the role of a student advisor or to transition into the role of school counselor.
- Responsibilities of the student success advisor may include any of the following:
- Maintaining accurate and complete records and reports as required by federal and state law and regulation, department guidance, and district and charter school policies;
- Responsibilities of the student success advisor shall not include providing mental health services
- Analyzing transcripts;
- Guiding student and parent decision making regarding courses and graduation pathways;
- Supporting students with the college application and admission process, including preparation for college admissions tests;
- Developing master schedules;
- Arranging for dual or concurrent enrollment, career technical education, and advanced placement course offerings;
- Informing students about postsecondary financing options such as the free application for federal student aid that can be used to support advanced education and training;
- Supporting student documentation of career preparedness, including industry-recognized credentials or certificates, test results, grades, samples of student work, resumes, and cover letters to prospective employers;
- Planning and conducting activities focused on increasing career awareness;
- Conducting orientation and training programs for students, parents, and staff;
- Serving as a district or school test coordinator or administrator as defined in 6.10.7 NMAC; and
- Supporting students in meeting the requirements for a New Mexico diploma of excellence by providing guidance on coursework and demonstration of competency requirements.
- Responsibilities of the student success advisor shall not include providing mental health services.
- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards



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- Interact in an honest, trustworthy, and dependable manner with staff, students, parents, employees, community members and vendors.
- Possess cultural awareness and sensitivity
- Maintain a current insurable driver's license
- Assist with the coordination, development, and implementation of appropriate engagement student success strategies and supporting technologies (Middle School and High School Students).
- Achieve or exceed semester retention goals for assigned programs. Meet regularly with the School Administration and Social Work, School Counselor to report on the status of retention data and efforts.
- Advise students with a continuous focus on nine-week progress, personal wellness, and student retention and graduation rates.
- Create a marketing plan to promote student success and career development programs, events, activities, and support for middle and high school
- Continually seek ways to improve service to students by developing new initiatives or success measures that will contribute to retention and student satisfaction.
- Determine and create an advisory plan for students working within student registration, degree progress, custom degree plans, and graduation track.
- Maintain and create student plans in close collaboration with the School Administration, Parent, Student, Social Worker, and School Counselor to ensure accurate counseling, resolve student issues, and communicate and receive course feedback.
- Manage student program progression and strategically provide academic and career support to students resulting in increased retention.
- Develop and monitor student risk assessments and employ intervention strategies at critical points of the student's' educational path and communicate with School Social Worker, School Counselor and School Administration.
- Partner with Financial Aid Advisors to answer general financial aid questions.
- Develop and prepare events and workshops on a variety of student success and career related topics as needed. Lead student support initiatives for new student convocations and orientations during evening and daytime hours.
- Knowledge of college and job development theory and practices, college search strategies, summer programs.
- Ability to use College assessment tools when applying into summer programs, college scholarships such as Financial Aid, Navajo Nation Scholarships
- Attend college fairs
- Conduct career support for online students and distant learners.
- Be available to meet student needs that may arise after hours, over the weekend.
- Handle confidential student information with tact, discretion, and in compliance with regulations.
- Perform other duties and/or projects as assigned

Knowledge, Skills, and Abilities

- **Knowledge:** This position requires a broad knowledge of college level services, including basic financial aid, registration and retention best practices and an understanding of current national issues in higher education including the value of and barriers to a college education. Must maintain current knowledge of federal and state legislation, rules, regulations, policies and procedures.
- **Skills:** This position requires well-developed communication and organizational skills and the interpersonal relationship skills appropriate to regular and intensive interaction with diverse audiences, populations and individuals.
- **Abilities:** The ability to interact and work effectively and harmoniously with university staff, faculty, and students as well as with diverse off-campus communities is essential. Adept at using technological tools to efficiently query and provide information, manage data, generate reports, and collaborate with others.

STATEMENT OF DUTIES:

Under the general supervision of the Chief School Administrator, the incumbent of this position provides academic support, behavioral support, and refers therapeutic needs for the students of To'Hajiilee Community School through individual, group, and recreational therapies in a school setting. The students assigned will be from the secondary grades.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- 1 year of comparable experience.
- **A Bachelor of Arts or Science Degree from a regionally accredited college or university**
- A Level One Alternative Student Success Advisor Licensure
- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employment.



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- A valid New Mexico Driver's License
- Must successfully pass the Background and Character Investigation in compliance with the Indian Child Protection and Family Violence Prevention Act, Public Law 101.630
- Bilingual skills in English and the Navajo Language (Navajo Language preferred but not required)

PHYSICAL REQUIREMENTS:

Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice with or without a hearing aid is required. In most instances, an amputation of arm, hand, leg, or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated by use of satisfactory prosthesis. In addition, applicant must have mental and emotional stability.

APPLICATION REQUIREMENTS

Applications and all other documents must be received by the closing date of this announcement unless specified as open until filled. Applicant qualifications will be evaluated solely on the information submitted by them in their applications. Failure to provide supporting documentation may result in your application being returned to you, or receipt of a lower or ineligible rating. All applications or resumes must have original signature. Applications become part of official record and will not be duplicated or returned. Qualifications and Navajo/Indian preference eligibility will be determined on the basis of information submitted.

OTHER REQUIREMENTS/SPECIAL REFERENCE:

- You must be a U.S. citizen to qualify for this position.
- The incumbent is required to drive a motor vehicle to conduct business at field locations.
- A valid State Driver's License is required.
- All applicants must submit an Individual Driver History Report upon hire.
- Housing is **NOT** available.
- Relocation Expenses **WILL NOT** be paid.

HOW TO APPLY: Submit the following documents:

1. Employment Application (Download from the website)
2. Background Investigative Questionnaire for a Child Care Position Application (Download from website)
3. Copy of New Mexico (OR Reciprocating State License) Counseling Licensure(s)
4. Current Resume
5. Unofficial College Transcripts (An official transcript will be required upon hire)
6. BIE Form 4432 (if claiming Navajo/Indian preference in employment)
7. Copy of valid Driver's License
8. Copy of Individual Motor Vehicle Driving Report

ALL OF THE ABOVE MUST BE INCLUDED WITH APPLICATION IN ORDER TO BE CONSIDERED.

Please contact Human Resources for application packet at 505-908-2145 or hr@tohajiilee.com