VACANCY ANNOUNCEMENT

POSITION TITLE: TUTOR
SUPERVISOR: EDUCATION DIRECTOR
OPEN: UNTIL FILLED
 SALARY: GRADE 8 $18.58-$22.08 HOURLY 1 FTE

REPRESENTATIVE DUTIES INCLUDE: Reporting to the Education Director, the Tutor will develop partnerships with schools, parents, faculty and students. Providing tutoring services to students from Shelton H.S., CHOICE H.S. & Oakland Bay J.H. & Hood Canal School in decreasing the dropout rate and increasing the graduation rate of the Skokomish student population. Develop and manage relationships with youth, parents, schools, faculty and community-based organizations to benefit students in the Shelton and Hood Canal school districts. Maintain flexible work schedule, possibly including weekend sessions & alternating days.

MINIMUM QUALIFICATIONS:
1. Required Bachelors in Elementary or Secondary education with minimum one years’ experience working directly with children and/or young adults.
2. Preferred current WA St Teachers Certificate.
4. Have working knowledge of state and federal school policies and procedures.
5. Candidate must have a valid driver’s license and be eligible for the Tribe’s automobile insurance.
6. Candidate must have an understanding of and sensitivity to the particular problems faced by the Native American community.
7. Must be able to work in a team environment.
8. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.

Behavioral Standards: Respectful, courteous, and friendly to customers, other tribal employees, and tribal leaders. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effective communications with customers and other tribal employees. Gets along with co-workers and managers. Positively represents the tribe maintaining the trust Skokomish residents have place in each of us. Demonstrates honesty and ethical behavior.

This position is at will and does not create a contractual relationship between the tribe and the employee.

MUST RECEIVE APPLICATIONS: Open Until Filled. The Skokomish Tribe’s Policies and Procedures apply to this position, including Indian Preference, Confidentiality and Drug-Free Workplace. Contact the Personnel Office for a full job description and information on this position or the Skokomish Indian Tribe’s policies.

Reviewed and approved

CEO Initial: _____ Date: ______

2/27/2020