JOB DESCRIPTION

POSITION TITLE: TUTOR

SUPERVISOR: EDUCATION DIRECTOR

SALARY: GRADE 8 $18.58-$22.08 1 FTE

NATURE OF WORK: 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.

REPRESENTATIVE JOB DUTIES:
1. Develop and manage relationships with youth, parents, schools, faculty and community-based organizations to benefit students in the Shelton and Hood Canal school districts.
2. Maintain flexible work schedule, possibly including weekend sessions & alternating days.
3. Identify and schedule individual tutoring sessions with students, during and/or after school
4. Work with students in specific subject areas to help improve grades in all subjects, focusing in the content areas of reading, math and science.
5. Conduct visits with parents, keeping them informed of learning, attendance, and other problems or concerns affecting their child’s education.
6. Document and maintain up to date records of individual students in their ILP folder. Records will be used to track student progress, and program effectiveness.
7. Attend educational workshops, trainings and conferences to enhance educational techniques and strategies.
8. Coordinate and attend special activities and functions in the community.
9. Work cooperatively with the Tutor Team and the Education Director, address any issues that impact or affect the Native American student population.
10. May be required to work weekends and evenings.
11. Other duties as assigned

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 State Teachers Certificate.
4. Have working knowledge of state and federal school policies and procedures.
5. Dependable and good attendance record.
6. Maintain professional etiquette.
7. Strong verbal and writing communications skills.
8. Experience working with Native American, TANF and at-risk youth preferred.
9. Candidate must have a valid driver’s license and be eligible for the Tribe’s automobile insurance.
10. Must be able to work in a team environment.
11. Strong organizational, communication and interpersonal skills preferred.
12. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.

Behavior 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. Effectively communicates with customers and other tribal employees. Gets along with coworkers and managers. Positively represents the tribe maintaining the trust Skokomish residents have place in each of us. Demonstrates honesty and ethical behavior.

CONFIDENTIALITY: The employee will be required to sign a confidentiality agreement. Violation of this agreement can result in immediate dismissal.

DRUG-FREE WORKPLACE POLICY: The Skokomish Tribe is committed to providing a drug-free workplace for its employees, volunteers and the community it serves. By Skokomish Tribal policy, this position requires pre-employment drug testing.

PREFERENCE: The Skokomish Tribe’s Indian Preference Policy applies to this position. First preference will be given to qualified, enrolled Skokomish tribal members. Second preference will be given to qualified Native American applicants who provide proof of enrollment in a federally recognized tribe. Applicants not entitled to, or who fail to claim Indian Preference, will receive consideration without regard to ethnic/national origin, marital status, sexual orientation, religion, disability status, or membership in the tribal organization.

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

Application instructions

1. Application must be filled in completely (Do not write see resume). APPLICATIONS THAT ARE NOT COMPLETELY FILLED OUT and TURNED IN BEFORE CLOSING DATE WILL NOT BE CONSIDERED
2. Cover letter

NOTE: Resumes are only accepted in support of the application

JOB DESCRIPTION APPROVAL:

CEO: ____________________________ Date: ____________

Employee: ____________________________ Date: ____________

8/22/2012