



Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

VACANCY ANNOUNCEMENT

POSITION TITLE: TUTOR

SUPERVISOR: EDUCATION DIRECTOR

OPEN: OPEN UNTIL FILLED

SALARY: \$20.00-\$25.00 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 Hood Canal School to increase the foundation of learning through reading and math. 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 Hood Canal school districts. Maintain flexible work schedule, possibly including weekend sessions & alternating days. Identify and schedule individual tutoring sessions with students, during and/or after school.

MINIMUM QUALIFICATIONS:

1. Associates degree in an education related field.
2. One years' experience working directly with Elementary, Junior High or High School age students in a classroom setting.
3. Candidate must have a valid driver's license and be eligible for the Tribe's automobile insurance.
4. Candidate must have an understanding of and sensitivity to the particular problems faced by the Native American community.
5. Must be able to work in a team environment.
6. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.
7. Must receive or be willing to receive the COVID-19 vaccination, including booster shot(s) by the date of hire to be considered. Proof of vaccination is required.

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: _____

1/24/2023