



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 Shelton High School., CHOICE High School, Cedar High School, Oakland Bay Junior High, and 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, school faculty and community-based organizations to benefit students in the Shelton and Hood Canal school districts. Support students in content areas of Math, Language Art, Science, and Social Studies, and other subjects needed by students to provide a good foundation of learning Responsible for helping students learn; reviewing content with them, explaining how to solve problems and checking completed work.

MINIMUM QUALIFICATIONS:

1. Associates Degree in an Education or related field.
2. One years' experience working directly with Elementary, Junior High or High School age students in a classroom setting.
3. Working knowledge of state and federal school policies and procedures.
4. Must take and pass the Washington State Paraprofessional exam within 90- days of hire.
5. 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: _____

9/20/2024