



Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

JOB DESCRIPTION

<u>POSITION TITLE:</u>	TUTOR
<u>SUPERVISOR:</u>	EDUCATION DIRECTOR
<u>SALARY:</u>	\$20.00-\$25.00 HOURLY 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 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.

REPRESENTATIVE JOB DUTIES:

1. Develop and manage relationships with youth, parents, school faculty, and community-based organizations to benefit students in the Shelton and Hood Canal school districts.
2. 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
3. Responsible for helping students learn, reviewing content with them, explaining how to solve problems, and checking completed work.
4. Help the students develop study skills and organization techniques to help improve their academic performance. This may be done in a one-on-one or group setting.
5. In addition to the academic component, tutors are responsible for supervising groups of students, providing discipline and serving as a role model.
6. The tutor will help the student by teaching them various methods to study. If the student has a problem by learning through the conventional methods, they will teach them in different innovative methods. Once a student finds a comfortable method, the tutor will teach by that same method throughout.
7. Assist students in improving academic achievement by meeting with them on a regular basis to clarify learning problems and work on study skills.
8. Other assistance might include reviewing class material, discussing the text, predicting test questions, formulating ideas for papers, or working on solutions to problems.
9. Must also be able to customize and design effective tutoring plans that address student weaknesses and strengths.
10. Open and clear communication with classroom teachers and other staff.
11. Conduct visits with parents, keeping them informed of learning, attendance, and other problems or concerns affecting their child's education.
12. Document and maintain up to date records of individual students in their Individual Learning Plan (ILP) folder. Records will be used to track student progress, and program effectiveness. All records will be stored at the Education Building to help maintain confidentiality of students
13. Attend educational workshops, training, and conferences to enhance educational techniques and strategies.
14. Coordinate and attend special activities and functions in the community.
15. Work cooperatively with the Tutor Team, especially with the Education Director addresses any issues that impact or affect the Native American student population.
16. Must work with Skyward school system

17. Other duties as assigned

MINIMUM QUALIFICATIONS:

1. Associate's degree **or** take and pass the Washington State Para Pro test prior to start date.
2. Experience working directly with youth and/or prior experience working in a school setting.
3. Working knowledge of state and federal school policies and procedures.
4. Dependable on time and ready to work.
5. Strong verbal and written communications skills.
6. Strong reading and math skills.
7. Experience working with Native American and at-risk youth preferred.
8. Candidate must have a valid driver's license and be eligible for the Tribe's automobile insurance.
9. Must be able to work in a team environment.
10. Strong organizational, communication and interpersonal skills.
11. The selected candidate must successfully complete a pre-employment drug screen test, and a complete fingerprint 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. 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.

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

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

NOTE: Resumes and Cover Letters are only accepted in support of the application

JOB DESCRIPTION APPROVAL:

CEO: _____

Date: _____

Employee: _____

Date: _____