



JOB DESCRIPTION

**Bishop Tribal Council
Bishop, California**

Position: Tutor Coordinator
Department: Education
Supervised by: Education Director
Pay Range: T-5 \$15.45-\$21.63/Hr. (\$32,136.00 -\$44,990.40/annually) DOQ
FLSA: Non-Exempt, Hourly, Full-Time

Position Summary: Under the supervision of the Education Director, the Tutor Coordinator will coordinate and plan out the tutoring services between Native American student participants and the Bishop Indian Education Center tutoring staff. Will track student attendance and progress and keep steady and proficient communication between students, parents, administrators and teachers. Tutor Coordinator will also organize and implement tutoring activities between both student and parents.

Responsibilities:

- Customer oriented in delivering excellent service to both internal and external customers in a friendly, courteous and professional manner
- Coordinate tutorial assistance between students and Tutors in the areas of mathematics, reading and other areas of study pertinent to the academic achievement of the student's participants.
- Maintains and tracks attendance and progress with weekly reports on each assigned student progress.
- Will act as liaison between Local Education Agency, Title VII, parents, and students.
- Organize the transporting of students from the tutoring center to their designated drop off areas.
- Will provide academic counseling to K-12 students at school and center.
- Will provide tutoring to students K-12
- Compile and maintain records of events and activities, maintain student contact log for monthly and quarterly and yearly reports.
- Assist Director on program planning, implementation, operation, including budgets.
- Participates in/coordinates education related activities beyond the normal tutoring schedule.
- Will conduct research to disseminate information to students and parents regarding academic achievement.
- Attend meetings and workshops as required.
- Other duties as assigned.

Supervisory Responsibilities: Supervise tutors in making sure they follow tutoring guidelines and carry out their daily responsibilities with students/ participants.

Experience and Education:

- Must have high school diploma or GED required

- Possess an acceptable level of study in the fields of Mathematics, English, Science and History.
- 2-3 years working with Native Youth
- 2 years college; AA Degree (preferred)
- Able to work effectively with and relate to Native American Students in all grade levels.
- First Aid and CPR certifications preferred (or able to obtain after hire)

Other Requirements:

- Must have a valid California Driver's License and be insurable under the Tribal Insurance.
- Must demonstrate basic knowledge of the unique sovereign status of Indian Tribes and respect for Paiute culture.
- Must comply with the Bishop Paiute Tribe's Driving Policy, Drug-Free Workplace Policy and a Criminal Background Investigation.
- Pass a pre-employment drug screen and be subject to random drug testing throughout employment.
- CPR Certified, in the process of certification, or able to become certified within 30 days.
- Must be computer literate and able to operate specific educational software.
- Must be able to work evenings as necessary.
- **Must comply with COVID-19 Vaccination Policy.**

Indian Preference:

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.