



JOB DESCRIPTION

**Bishop Paiute Tribe
Bishop, California**

Position: Tutor I/Tutor II
Department: Education
Supervised by: Tutor Coordinator and/or Education Director
Pay Grade: NE1 \$16.12-\$20.96 Hourly DOQ
NE2 \$17.73-\$23.05 Hourly DOQ
FLSA: Part-Time; Non-Exempt

Position Summary: Under the supervision of the Tutor Coordinator, the Tutor will provide individualized and small groups assistance to the Native American students at the Bishop Indian Education Center (BIEC). Provide tutorial assistance to students in the areas of mathematics, English Language Arts (ELA), reading and other areas of study pertinent to the academic achievement of BIEC participants.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Job Duties:

- Work with the Tutor Coordinator to provide effective tutoring support for assigned BIEC students, and help students develop study strategies and individualized tutoring plans and goals.
- Review the tutor contract with each of their students during the first study session to establish the parameters of the tutoring relationship and demonstrate your commitment to their learning.
- Assist students in the areas in which they are struggling academically.
- Monitor and assess students' progress and academic development during and after study sessions.
- Exhibit patience and a positive attitude that promotes an atmosphere conducive to student learning and achievement that includes cultural understanding and reinforces the student's self-esteem.
- Monitor student academic progress and student understanding of academic subjects.
- Maintain contact with parents of the children they work with and share any relevant information.
- Organize the transporting of students from the tutoring center to their designated drop off areas.
- Identify and assess any potential learning disabilities with their students and notify the Tutor Coordinator for further action.
- Provide the Tutor Coordinator with weekly reports on each assigned student's progress.
- Attend meetings, trainings, workshops, and assists with program wide events and site-based family activities.
- The tutor may also assist with training and family formation workshops, as required.

Experience and Education:

- Tutor I must have a high school diploma or GED and a minimum of one year of experience working with students at a school, tutoring center or similar institution.

- Tutor II must have an Associate degree or higher.
- A minimum of two years of experience working at a school, tutoring center or similar institution.
- Experience in working with children in a variety of subject areas and being well versed in the curriculum they will be tutoring.

Other Requirements:

- Must have a valid California Driver's License and be insurable under the Tribe's existing automobile insurance policy.
- Must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity.
- Provide proof of current TB skin test or can obtain a TB skin test prior to employment.
- Obtain CPR and First Aid certification and a food-handling certificate, or willing to take classes immediately upon hire.
- Must be computer literate and be able to operate standard educational software.
- Must be able to work evenings, weekends, and holidays as needed.
- Must be able to participate in educationally related activities (such as field trips, etc.) outside the normal tutoring schedule.
- Must comply with the Bishop Paiute Tribe's organizational policies.

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.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- *Decision Making* – the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make the responsible decision.
- *Interpersonal Skills* - the individual maintains confidentiality, remains open to others' ideas, and exhibits willingness to try new things; ability to interact and maintain good working relationships with individuals of varying cultural and social backgrounds.
- *Analytical Skills* - Ability to analyze operational, statistical, and financial information and draw logical conclusions; compare and interpret facts and figures.
- *Communication* – Ability to communicate clearly both verbally and in-writing; ability to write clear and concise reports, memoranda, directives, and letters.
- *Customer Oriented* – the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
- *Time Management* – the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- *Detail Oriented* – the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- *Adaptability* – the individual adapts to changes in the work environment, manages competing demands, and can deal with frequent change, delays or unexpected events.
- *Reliability* – the individual is consistently at work and on time, follows instructions, responds to management direction, and solicits feedback to improve performance.
- *Organized* – the individual maintains a clean and organized workspace and projects.
- *Motivated* – the individual inspires self and others to get the job done and follow through on tasks.
- *Technology Skills* – Operates various word-processing, spreadsheets, MIP and database software programs in a Windows environment.

- *Safety Oriented*– Observes surroundings to maintain a safe work environment for participants and co-workers.

Physical Demands/Work Environment:

The employee regularly is required to stand, walk, and sit; use hands to finger, handle, or feel; reach with hands or arms; and talk or hear. The employee occasionally is required to climb or balance; stoop, kneel, crouch or crawl. The employee may occasionally be required to lift and/or carry up to 50 lbs. Work is generally performed in an office setting and occasionally in an outdoor environment. Tutoring schedules and multiple demands are common. Travel is required for training, meetings, conferences, presentations, and other events. Frequent driving to sites, training, and home visits sometimes in outlying areas.

Signatures

This job description has been approved by all levels of management:

Manager: _____

HR: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ *Date:* _____