

K-12 TUTOR

Position Announcement

JOB SUMMARY:

Under the direct supervision of the Education Director, the tutor will provide skills tutoring and homework help to Native American students of the Kaibab Paiute Tribe, in all subject areas, daily in the library and via Zoom.

Department: Education

Supervisor: Education Director

In-House/Tribal Only Applications Due: August 18, 2020

All Other Applications Due: August 25 or Until Filled

Status: Part-time/Temporary/No Benefits

Salary: DOE

DUTIES & RESPONSIBILITIES:

- Provide students, K-12th grade with daily skills tutoring and homework help after school hours Monday through Thursday and on Fridays in the library when Covid-19 levels permit buildings being open.
- Provide students K-12th grade who are in home distance learning support via Zoom at specified times throughout the day. Provide one on one tutoring for all students via Zoom by appointment when Covid-19 levels require buildings to be closed.
- Education is considered an essential service for our students. When Tribal Covid-19 levels permit, the tutor will be required to be on site, wearing a mask, and helping students with assignments. When levels do not permit individuals in the building, tutor must be willing to seek students out using other methods.
- Be proficient in academic areas including elementary and high school level math, science, reading, and grammar. Inform students, parents and others of upcoming events, concerns and progress.
- Provide academic assistance to assigned students, either in groups or individually.
- Be responsible for maintaining records on each student who is being tutored, including follow-up and periodic assessment.
- Help students develop positive attitudes toward learning and studying.
- Help students develop a high level of motivation in academic areas and the study skills necessary for academic success.
- Serve as a role model for students being served.
- All other duties as assigned.

MINIMUM QUALIFICATIONS:

- Associate degree OR passing scores on general knowledge tests OR proven ability to teach and work with tribal children.
- Knowledge of general subjects offered ie.: math, computer skills, reading, grammar, etc.
- Must have ability to work independently

DRUG-FREE WORKPLACE POLICY: The Kaibab Band of Paiute Indians has a zero-tolerance drug use policy. This position requires pre-employment drug testing.

Employment applications are available online at www.kaibabpaiute-nsn.gov or at the Tribal Affairs Building located on 2 North Pipe Springs Road Fredonia, AZ 86022. Interested applicants must return completed applications for consideration. For more information, contact the Human Resource Director at (928) 643-8307. All applications must have a copy of the following to be considered: requested education requirement verifications, driver's license, 36 month driving record