



JOB DESCRIPTION

**Bishop Paiute Tribe
Bishop, California**

Position: Summer Enrichment Program Intern/Tutor
Department: Education
Supervised By: Summer Enrichment Program Coordinator and Education Director
Pay Range: T-3 \$12.36 - \$17.30 (DOQ)
FLSA: Temporary 6-7 weeks Non-Exempt

Position Summary: Under the supervision of the Summer Enrichment Program Coordinator, the intern will provide tutorial assistance, classroom monitoring, clerical assistance and may perform custodial duties, as needed, to help the Bishop Indian Education Center effectively coordinate and conduct the Summer Enrichment Program. Other related duties may be assigned when deemed necessary by the Summer Enrichment Program Coordinator or Education Director.

Responsibilities:

- Provides classroom assistance to instructors and supervise and help prepare for classroom activities.
- Will supervise students at the Bishop Indian Education Center and on local field trips.
- Provides tutorial assistance to students in the areas of mathematics, reading and other areas of study pertinent to the academic achievement of the student participants.
- Provides an atmosphere conducive to student learning and achievement that includes cultural understanding and promotes the integrity of the Bishop Indian Education Center.
- Perform clerical and custodial duties as needed.
- Will attend staff meetings and trainings as specified.
- Will perform other related duties as assigned by the Summer Enrichment Program Coordinator or Education Director.

Supervisory Responsibilities: The Summer Enrichment Program Coordinator will monitor and coordinate with the Summer Enrichment Program Staff to ensure that students are well-supervised and safe.

Requirements:

- Currently enrolled in an accredited college, university or other institution of higher learning.
- Must possess a high school diploma or GED equivalent
- Must possess a minimum of one (1) year experience in the tutoring field.
- Must possess an acceptable level of study in the fields of mathematics, English, science and history.
- Must demonstrate and live a healthy lifestyle, and be a non-drinker, and maintain a lifestyle consistent with mentoring capabilities.
- Must be computer literate and possess the ability to assist students with Internet information access for use in research, term papers, etc.

- Must be able to work effectively with and relate to Native American students in grade levels 1st through 8th.
 - Must be willing to participate in education related activities within a classroom setting, outdoors and on field trips.
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- Must be able to complete tasks with minimal supervision.
 - Must demonstrate basic knowledge of the unique sovereign status of Indian Tribes and respect for Paiute culture.
 - 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.
 - Must have and maintain a valid California Driver's license and be insurable under the Tribe's existing automobile insurance policy.
 - The individual must comply with the Driving Policy, Drug-Free Workplace, and the Pre-Employment Selection policy.

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:* _____

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.