



## **JOB DESCRIPTION**

**Bishop Paiute Tribe  
Bishop, California**

**Position:** Tutor  
**Department:** Education  
**Supervised by:** Tutor Coordinator and/or Education Director  
**Pay Range:** T-3 \$12.36 – \$17.30 DOQ  
**FLSA:** Non-Exempt, Hourly / Part Time

**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). Tutors may be assigned other related duties, as necessary, by the Tutor Coordinator or BIEC Director.

**Responsibilities:** 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 students/participants.

- Work with the Tutor Coordinator to provide effective tutoring skills, 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 exhibiting difficulties and possess the knowledge and communication skills necessary to effectively assist them in those areas.
- 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 that students improve their grades and demonstrate a better understanding of their subject matter.
- Maintain contact with parents, of the children they work with, and share any relevant information.
- Identify and assess any potential learning disabilities amongst their students and notify the Tutor Coordinator for further action.
- Provide the Tutor Coordinator with weekly reports on each assigned student's progress.
- Attend periodic weekly staff, strategy and planning meetings.
- The Tutor may also assist with training and family formation workshops, as required.

**Supervisor Responsibilities:** None

**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.

- Oral communication—the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.
- Written communication— 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 is able to 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 keeps clean and organized workspace and projects.
- Motivated—the individual inspires self and others about them to get the job done and follow through on tasks.

#### **Experience and Education:**

- Possess an acceptable level of study in the fields of mathematics, English, science, history, etc.
- Work effectively with and relate to Native American students of all grade levels and be sensitive to the diversity of the students, parents and staff.
- Possess experience in working with children in a variety of subject areas and be well versed in the curriculum they will be tutoring.
- Enjoy tutoring Native American youth in all pertinent subject matters.
- Possess good communication skills and be able to communicate concepts and study strategies to students, parents and staff.
- Possess good organizational skills and complete required paperwork in a timely manner.
- Possess an excellent level of being responsible, dependable, friendly, patient, honest, punctual and mature.
- Demonstrate appropriate and professional behavior at all times.
- Display a positive image for the Native American youth and serve as a role model for Bishop Indian Education Center (BIEC) students.
- Have a good understanding of the unique challenges and needs of Native American youth.

#### **Other Requirements:**

- Must have a valid California Driver's License and be insurable under the Tribe's existing automobile insurance policy,
- Must demonstrate basic knowledge of the unique sovereign status of Indian Tribes and respect for Paiute culture sensitivity.
- Pass a pre-employment drug screen and be subject to random drug testing throughout employment.
- Must comply with the Bishop Paiute Tribe's Driving, Drug-Free Workplace and Pre-Employment Selection Policies and pass a Criminal Background Investigation.
- Submit to and clear a Tuberculin (TB) Skin Test.

- Be CPR certified and/or in the process of certification within 30 days of hire.
- Must be computer literate and be able to operate standard educational software.
- Must be able to work evenings, as necessary.
- Must be able to participate in educationally related activities (such as field trips, etc.) outside the normal tutoring schedule.

**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.