SUSANVILLE INDIAN RANCHERIA
745 Joaquin Street
Susanville, CA 96130

POSITION ANNOUNCEMENT

Position:	Tutor/Driver (3)
Date of announcement:	May 3, 2016
Closing date:	May 12, 2016
Hours:	Part Time Mon-Fri 1:30 p.m. – 5:30 p.m.
Salary:	$11.00 (20 HRS PER WEEK)

GENERAL STATEMENT OF RESPONSIBILITIES

The Assistant Tutor will assist the Program Director with tutoring activities and will transport participants as necessary.

SPECIFIC RESPONSIBILITIES

1. Will work under the direction of the Program Director to provide tutoring assistance to students K-12, focusing on math and reading,

2. Will help prepare and organize lessons and evaluating student's progress, will plan and prepare snacks.

3. Will transport participants as necessary.

3. Contributes to the team effort by participating in the Susanville Indian Rancheria's Facility wide program improvements, goals and standards.

4. Other duties as assigned

QUALIFICATIONS:

1. High School Diploma/GED.

2. Must be 21 years of age or older and have been a licensed driver for at least three years.

3. 80 % proficiency in the subjects that he/she will be tutoring. All applicants will be tested.

4. Must have ability to obtain CPR certification within three months and maintain current certification thereafter.

5. Must have a valid drivers' license and insurable as determined by the Susanville Indian Rancheria Insurance provider.

6. Must not be a registered sex offender for any offense involving force, duress, threat or intimidation.

7. Must not habitually or excessively use or be addicted to narcotics or dangerous drugs or have been convicted during the preceding seven years of any felony offenses relating to the use, sale, possession or transportation of narcotics, addictive drug or alcohol. Must not habitually or

excessively use intoxicating beverages.

8. Have ability to work independently and cooperatively.

9. Must be able to relate to Native Americans.

10. Preference will be given to Native Americans (42 CFR 36.221).