SUSANVILLE INDIAN RANCHERIA
745 Joaquin Street
Susanville, CA 96130

POSITION ANNOUNCEMENT

Position:	Assistant Tutor
Date of announcement:	August 3, 2016
Closing date:	August 12, 2016
Hours:	Part Time Mon-Fri 1:00p.m – 5:00p.m
Salary:	$10.00 (20 HRS PER WEEK)

GENERAL STATEMENT OF RESPONSIBILITIES

The Assistant Tutor will assist the program by providing tutoring, both in small groups and one-on-one, to Education Center students, monitors children, assists in tracking student academic progress, and in planning student activities.

SPECIFIC RESPONSIBILITIES

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

2. Will participate in the planning and execution of Parent/Teacher/Student conferences.

3. Will monitor students' academic progress.

4. Will help prepare and organize lessons and evaluating student's progress,

5. Will plan and prepare snacks.

6. Will contribute to the planning and implementation of projects and activities during the Academic Year and for the Summer Program.

7. Will organize and maintain student records.

8. Will assist in the implementation of culturally based activities for Education Center children.

9. Will act as a role model for students, helping Education Center children develop positive interpersonal relationships with peers and adults.

10. Maintains regular contact by telephone or in-person with peers, parents and school staff.

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

12. Other duties as assigned

QUALIFICATIONS:

1. High School Diploma/GED.

2. 80 % proficiency in the subjects that he/she will be tutoring. All applicants will be tested.

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

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

5. 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.

6. Have ability to work independently and cooperatively.

7. Must be able to relate to Native Americans.

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