



Yurok Tribe

Job Description

JOB TITLE:	Tutor		
JOB GRADE:	3/4/5	REPORTS TO:	JOM Site Supervisor/Assistant Director
STATUS:	Non-Exempt	LOCATION:	All Areas
DEPARTMENT:	Education	DIVISION:	Health and Human Services
ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE			
SALARY RANGE:	\$17.04-\$22.23/\$18.15-\$23.68/\$18.78-\$24.50		

POSITION SUMMARY:

Incumbent is under the general supervision of the Johnson O'Malley Site Supervisor. The Tutor is responsible for providing tutorial services in all academic areas as well as Yurok cultural enhancement activities to enrolled Yurok children. This position requires well-developed communication skills and operational skills in Mathematics and Sciences.

DUTIES AND RESPONSIBILITIES:

1. Provides tutorial services to individuals or small groups in all academic subject areas including Mathematics and Sciences.
2. Supervises and assists individuals and/or groups during Johnson O'Malley Program activities such as field trips, regalia making, canoe building, traditional fishing activities, summer camp, etc.
3. Assists in planning, organizing, scheduling, and implementing tutor training activities.
4. Maintain daily student contact sheet, student attendance records, record academic progress of student(s), and/or teacher/school/district as required.
5. Maintains database of program participants.
6. Attends and participates in staff meetings and parent meetings as appropriate.
7. Assists in planning and implementing potlucks, community events and fundraising activities.
8. Is a positive role model for youth and peers.
9. Works under the supervision of the Site Supervisor.
10. Assists in program development and evaluation.
11. Assists in planning, scheduling, organizing, and implementing program activities.
12. Uses self-initiative/motivation in the absence of the Site Supervisor.
13. Performs other related duties as assigned.

EDUCATION/EXPERIENCE:

1. Grade 3: High school diploma or equivalent (GED) is required.
2. Grade 4: Highschool diploma or GED with one year specified experience. Employee must be willing to acquire any special certifications or attend any training that is determined to be relevant or becomes required of the position in the future.
3. Grade 5: Highschool diploma or GED with two years specified experience. Employee must be willing to acquire any special certifications or attend any training that is determined to be relevant or becomes required of the position in the future.
4. Candidates with equivalent combinations of education, training and experience will be considered.

SUPERVISORY RESPONSIBILITIES:

This position has no direct supervisory responsibilities.

MINIMUM QUALIFICATIONS:

1. Must have knowledge of Yurok culture and have the ability to work with students, parents, school personnel, peers, and program staff.
2. Must have a dependable work history and attendance record.
3. Must have the ability to travel within designated service area.
4. Must have a positive attitude toward education and be able to serve as a positive role model for program participants.
5. Prefer applicants to have six months to three years of tutoring experience.
6. Recognition that in order to serve Yurok People one must know as much as possible about Yurok history, culture and values.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol Policy including pre-employment screening.
2. Valid state issued driver's license and/or the ability to obtain a California or Oregon driver's license. Must be insurable on the Tribe's insurance policy.
3. Must pass a background investigation and fingerprint clearance.
4. This position requires compliance with the Indian Child Protection and Family Violence Prevention Act Public Law 101-630; 25 Code of Federal Regulations Part 63 – Indian child Protection and Family Violence Prevention; Crime Control Act of 1990, Employee Background Checks; and Executive Order 12968, Adjudicative Guidelines.

LANGUAGE SKILLS:

Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.

REASONING ABILITY:

Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to walk, stand, use hands and fingers, handle, or feel. Employee will have prolonged periods sitting at a desk and working on a computer. The employee must occasionally lift and/or move up to 50 pounds.

VISION REQUIREMENTS:

1. Close vision (clear vision at 20 inches or less).
2. Color vision (ability to identify and distinguish colors).
3. Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
4. Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, _____, (print name), acknowledge receiving a copy of this job description and understand the requirements. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok Tribal laws, policies and procedures, vehicle usage, procurement, and any additional guidelines set forth by the Yurok Tribe. I understand that any violations of all established policies and

Yurok Tribe Job Description

procedures may lead to disciplinary measures, up to and including termination. I understand that the Yurok Tribe is committed to the philosophy that employment relationships are both personal and voluntary. Accordingly, employment at the Yurok Tribe has no specific duration, and either the employee or the Yurok Tribe can terminate the employment relationship for any reason or no reason. This “at will” relationship exists between the Tribe and all employees.

Employee Signature

Date

Employee #

Supervisor Signature

Date

