

YUOK TRIBE JOB DESCRIPTION
JOM TUTOR

Job Title:	Tutor	Job Grade	4/5
Department	Education	Location	Eureka, Klamath, Weitchpec
Reports To:	JOM Site Supervisor/Assistant Director	FLSA Status	Non Exempt
ALL HIRING IS SUBJECT TO THE YUOK TRIBE'S HIRING PREFERENCE			
Salary Range	\$16.54-21.58/18.23-23.79		

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.

Grade 5: all of the above plus:

13. Works under conditions of minimal supervision.
14. Perform other relevant duties as required to meet the needs of the program or organization.

SUPERVISORY RESPONSIBILITIES:

This is not a supervisory position.

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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 dependable work history and attendance record.
3. Must have a valid driver's license and 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.

EDUCATION/EXPERIENCE:

G-4: One year above high school and 6 months of specialized experience in the tutoring field.

G-5: Two years above high school and two years of general work experience or one year of specialized experience equivalent to at least G4.

Combinations of work experience and education will be considered for this position.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol Free Work Place Policy including pre-employment screening.
2. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
3. Anyone convicted of a drug or alcohol related offense in the past three years is not eligible for employment with the Yurok Tribe Education Department.
4. Must obtain CPR/First Aide Certificate within six months of hire.
5. Must pass a TB test and hepatitis screen when required by the school district.
6. Must pass a criminal/character background check and a Department of Justice finger print investigation.
7. 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
8. 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.
9. 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.

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10. PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 20 pounds.

11. VISION REQUIREMENTS:

- Close vision (clear vision at 20 inches or less).
- Color vision (ability to identify and distinguish colors).
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
- 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. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

Employee Signature

Date

Employee #

Supervisor Signature

Date