



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB POSTING

Open

Opening Date: 08/09/2024

Closing Date: 08/22/2024

Position Title: Tutor / Part-Time

Department: Tule River Indian Study Center

Work Schedule: Monday-Friday 12:30PM- 5:30PM (Hours Vary)

Wage Rate: Pay Range 40: \$20.96- \$26.83 /HR/Overtime Eligible

If you are interested in this position, please submit the following:

- Completed Application
- BA or BS Degree Preferred
- Cover Letter and Resume
- If claiming Tribal Preference please provide proof of Tribal Identification
- If claiming Veteran's Preference please attach DD214

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Submit To:

Human Resources

Tule River Indian Tribe of CA

340 N. Reservation Rd.

Porterville, CA 93257

E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB DESCRIPTION

POSITION TITLE: Tutor / Part-Time

WORKSITE:

Tule River Indian Study Center

568 W. Olive Ave.

Porterville, CA 93257

GENERAL POSITION DESCRIPTION

Under the supervision of the Lead Teacher and Director of Education, Tutors will provide basic academic assistance along with behavior support to the Tule River Indian Reservation students. Tutors will keep accurate records of student(s) activities, provide cultural awareness and follow program guidelines to support academic success.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Provide academic assistance to Native American students.
 2. Assist elementary, middle school and high school students in completing assignments in reading, math and other subjects as necessary.
 3. Provide individual tutoring to Kindergarten through grade 12 students in a variety of subjects when applicable.
 4. Implement individual remedial programs and assessments.
 5. Assist in supervision of students.
 6. Keep accurate, and continuous written records of student activities and monthly reports.
 7. Will provide one-on-one support to determine and resolve student classroom issues.
 8. Will provide cultural awareness to students.
 9. Other duties as assigned by Director.
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MINIMUM QUALIFICATIONS:

1. Minimum BA or BS degree with relevant experience in education preferred.
2. Ability to work with youth from Kindergarten through grade 12.
3. Ability to provide positive encouragement and a pleasant atmosphere to enhance students' achievements.
4. Must be dependable and able to work flexible hours based on students' needs.
5. Willingness to increase knowledge and skills through participation in service training and college course work.
6. Must successfully complete a pre-employment drug/alcohol screen and background investigation.

Approved: 09.29.2023

7. If previously employed within the Tule River Indian Tribe of California entities, you must have acceptable work history.
8. Have reliable transportation, valid California driver's license and be insurable through the Tribe.

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KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of the principles and techniques of small group and individualized instruction.
2. Knowledge of the principles and techniques of behavioral management.
3. Knowledge of current trends in educational methods for individuals with exceptional needs.
4. Skills to analyze data, identify alternatives and inform instruction.
5. Basic knowledge of the research-base as it relates to Native American Learning preferences and styles.
6. Basic knowledge of early childhood mild learning disabilities and interventions.
7. Knowledge of Tribal Governance systems and Tribal sovereignty.
8. Computer literate in MS Office. Excel, Power-Point and the use of Web-based Resources.
9. Develop and maintain effective working relationships with individuals and groups.
10. Ability to communicate effectively in both oral and written form.

WORKING CONDITIONS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally the position requires near and far vision in proofreading correspondence and work related documents. Acute hearing is required. Typically office work setting conditions. Frequently must be able to lift up to 10 pounds, normally must be able to lift up to 40 pounds, and occasionally must be able to lift up to 50 pounds. This job also may require the use of a vehicle, and an employee must be able to have those repetitive motions and coordination associated with operating a motor vehicle.

This position reports to:	Education Director
Salary:	Pay Range 40: \$20.96- \$26.83/HR/ Paid Bi-Weekly/ Overtime Eligible
Hours:	Monday-Friday 12:30PM – 5:30PM Hours may vary

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN APPLICANTS IN ACCORDANCE WITH THE TULE RIVER INDIAN PREFERENCE ORDINANCE; VETERAN PREFERENCE