# TULE RIVER INDIAN TRIBE OF CALIFORNIA

**340 North Reservation Road, Porterville, CA 93257**

## JOB POSTING

Open

**Opening Date: 11/23/2026 Closing Date: 12/08/2026**

**Position Title:** Tutor

**Department:** Towanits

**Work Schedule:** Monday-Friday (Hours Vary)

**Wage Rate:** Pay Range 40: $20.96-$26.83/Hr./ Paid Bi-Weekly/Overtime Eligible

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

- **Completed Application**
- **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.*

*Must provide completed applications for all open positions applying for.*

**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

**Open**

**POSITION TITLE:** Tutor

**WORKSITE:**
Tule River Education Department
568 W. Olive Ave.
310 N. Reservation Road
Porterville, CA 93257

## GENERAL POSITION DESCRIPTION

Under the supervision of the Lead Teacher and the Director of Education, Tutors provide basic academic assistance and behavior support to Tribal members, descendants, and community members from the Tule River Indian Reservation. Tutors are responsible for maintaining accurate records of student activities, supporting cultural awareness, and following all program guidelines to promote academic success.

Tutors report directly to the Lead Teacher. This is a full-time position. Tutors will support students during school-day hours on assigned days within the appropriate school district. After completing their on-site school assignments, Tutors will transition to the Study Center or Towanits Education Center to continue after-school tutoring and academic assistance. Tutors may also be assigned special projects or additional responsibilities as needed.

## ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Provide academic assistance and behavior support to Tribal members, descendants, and community member students during the regular school day and after-school program hours.
2. Assist elementary, middle school, and high school students with completing assignments in reading, math, and all other subjects as needed, both in school settings and at the Study Center or Towanits Education Center.
3. Provide individualized tutoring and academic intervention for students in grades TK–12 across a variety of subjects.
4. Implement remedial instructional programs, conduct basic assessments, and support intervention plans assigned by the Lead Teacher or Director.
5. Assist with supervision of students during school-site support, transportation transitions (if applicable), and after-school program operations.
6. Maintain accurate, consistent, and timely written records of student activities, progress, and required monthly reports for both in-school and after-school services.
7. Provide one-on-one academic and behavioral support to identify, address, and resolve student challenges occurring during the school day or in the after-school setting.
8. Promote and incorporate cultural awareness and cultural learning opportunities into daily support and tutoring interactions.
9. Perform other duties or special assignments as directed by the Education Director or Lead Teacher.

## MINIMUM QUALIFICATIONS:

1. Minimum AA degree with relevant experience in education preferred.
2. Ability to work effectively with youth from Transitional Kindergarten (TK) through grade 12.
3. Experience working with students in a school, youth program, or community-based setting preferred.
4. Ability to provide positive encouragement and maintain a supportive and respectful learning atmosphere.
5. Ability to follow structured instructional plans, classroom expectations, and school-site procedures.
6. Ability to communicate professionally with students, school staff, families, and Education Department personnel.
7. Ability to maintain confidentiality of student information and records in accordance with FERPA and program guidelines.
8. Ability to manage small groups and assist in maintaining a safe and orderly environment.
9. Willingness to participate in in-service training, workshops, and college coursework to increase job knowledge and skills.
10. Must be dependable and willing to work flexible hours based on student and program needs.
11. Must successfully complete a pre-employment drug/alcohol screening and background investigation.
12. If previously employed by the Tule River Indian Tribe of California, must have demonstrated acceptable work history.
13. Must have reliable transportation, a valid California driver's license, and be insurable through the Tribe.
14. Willingness and ability to travel between assigned school sites and Education Department facilities as needed.

## KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of effective strategies for individualized and small-group academic instruction for TK–12 students.
2. Knowledge of basic behavior-support techniques, positive reinforcement strategies, and classroom management principles.
3. Understanding of instructional methods and support practices for students with diverse learning needs, including those with mild learning disabilities.
4. Ability to implement intervention plans, follow teacher-directed instructional guidance, and support student learning goals during the school day and after-school programs.
5. Ability to collect and document student data accurately, identify learning needs, and communicate observations to the Lead Teacher and Director to inform instruction.
6. Understanding of cultural responsiveness and the ability to incorporate cultural awareness into interactions with Tribal members, descendants, and community members.
7. General knowledge of Native American learning preferences, community context, and cultural considerations relevant to student success.
8. Knowledge of Tribal Governance systems and an understanding of Tribal sovereignty.

9. Proficiency with basic computer applications, including MS Word, Excel, PowerPoint, email, and web-based educational resources.
10. Ability to communicate clearly and professionally in both oral and written form with students, school staff, families, and Education Department personnel.
11. Ability to build and maintain effective working relationships with students, teachers, administrators, families, and coworkers.
12. Ability to manage time effectively, follow schedules across multiple locations, and adapt to the needs of both school-day and after-school environments.
13. Ability to maintain confidentiality of student records and sensitive information in compliance with FERPA and departmental standards.

## WORKING CONDITIONS

The position requires prolonged periods of sitting, standing, walking, and moving between school sites, classrooms, and Education Department facilities. Duties may require reaching, twisting, turning, kneeling, bending, squatting, and stooping while assisting students or setting up instructional areas.

The position also requires grasping, repetitive hand movements, and fine motor coordination when preparing reports, using a computer, documenting student activities, or handling instructional materials. Near and far vision is required for student supervision, reading assignments, and reviewing work-related documents. Acute hearing is required for effective communication and student safety.

Work is performed in a variety of settings, including school classrooms, office environments, and after-school program areas. The employee must frequently lift up to 10 pounds, regularly lift up to 40 pounds (such as instructional supplies, boxes of materials, or equipment), and occasionally lift up to 50 pounds.

This position may require the use of a vehicle to travel between assigned school sites and Education Department locations. Employees must be able to perform the physical movements and coordination necessary for safe vehicle operation.

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| **This position reports to:** | Lead Teacher |
| **Salary:** | Pay Range 40: $20.96- $26.83/HR/ Paid Bi-Weekly/ Overtime Eligible |
| **Hours:** | Monday-Friday, Hours may vary |

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