

ROBINSON RANCHERIA CITIZENS BUSINESS COUNCIL
1545 E HWY 20
NICE CA 95464
PH 707-275-0527 * FAX 707-275-0235

Job Title:	K- 12 Tutor	Department:	Education
FSLA Status:	Exempt	Location:	Education
Reports to:	Education Director	Part Time	
Salary Range	DOE	Updated:	9/24/2020

POSITION SUMMARY:

Under general supervision of the Robinson Rancheria Education Director, The after-school Education Tutor should be experienced in all subject areas for students between grades K-12. The Education Center helps both struggling and gifted students reach their full potential by supplementing the instruction they receive in class and guiding them toward study practices and aides that can help them excel. Tutors work with individual students one-on-one, though we occasionally organize group activities for students who are studying the same material. Our team offers compassionate, motivating assistance to students, and we expect our new hires to do the same. If you have experience tutoring children, please submit an application.

DUTIES AND RESPONSIBILITIES:

- Assist students K-12 with school assignments- Distance Learning
- Assist students with all academic subjects.
- Communicates well in both verbal and writing
- Engages and works with community partners
- Create and distribute regular report on students and their progress or needs
- Culturally sensitive, conveys empathy for tribal families and individuals
- Other duties as assigned

CORE COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position:

- Computer and Online knowledge- School programs are on computers must have knowledge and experience in programs. – Google Class Room, Zoom, See Saw ect..
- Decision Making - the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make the responsible decision.
- Interpersonal Skills—the individual maintains confidentiality, remains open to others’ ideas and exhibits willingness to try new things.
- Oral communication—the individual speaks clearly and persuasively in positive or negative situations..
- Customer Oriented – the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
- Time Management—the individual prioritizes and plans work activities, uses time efficiently and develop realistic action plans.

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- Detail Oriented—the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- Adaptability—the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- Reliability—the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- Organized—the individual keeps clean and organized workspace and projects.
- Motivated—the individual inspires self and others about them to get the job done and follow through on tasks.
- Writing Skills – individual will develop a written plan of action outlining steps needed to be accomplished to reach goal.

MINIMUM QUALIFICATIONS:

- Ability to communicate and model respect for and toward all clients, tribal members, tribal officials, supervisors and co-workers.
- Must be willing to work as a team or independently as needed.

EDUCATION/EXPERIENCE:

- Reading and writing skills equivalent to the 12th grade standards.
- Must be personable and polite with ability to use discretion, initiative and good judgment in dealing with tribal members and general public in the performance of duties. Must be culturally sensitive to the membership.
- Must have online experience, Zoom, Gmail, Google Classroom

CONDITIONS OF EMPLOYMENT:

- All applicants are subject to the Tribe's Drug and Alcohol-Free Workplace Policy including pre-employment drug and alcohol screening.
- Background Screening
- Employee will serve 90-day probationary period

Native American Preference Applies: Preference given to qualified Native American's pursuant to the Indian Self-Determination and Education Act, public Law 93-638

ENVIROMENTAL AND PHYSICAL DEMANDS: Must be able to frequently change positions, bend, stoop, twist, stand for extended periods of time and lift up to 55 pounds. Provide visual and auditory supervision of children. Must be able to function well in a noisy, busy environment. Drive or travel in vehicle for extended periods of time to attend meetings, training sessions and field trips.

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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.

Disclaimer *The list of requirements, duties, and responsibilities listed above is by no means a complete list. It is merely a general summary for the position described. Management reserves the right to revise or change this position description at any time.*

Robinson Rancheria Citizens Business Council

Date