

POSITION ANNOUNCEMENT

POSITION TITLE: **JOM Tutor -Clarkdale/Jerome School**

SUPERVISED BY: JOM Manager

POSITION DESCRIPTION: The JOM Clarkdale/Jerome Tutor is responsible for providing academic instruction to eligible JOM students Kindergarten through 8th grade, who may require more individualized assistance in order to fulfill the State's established educational requirements.

QUALIFICATIONS:

- Minimum two (2) years previous teaching or tutoring experience.
- Tutor should have full spectrum of knowledge in Math, English and other academic subjects relevant to meeting the State's minimum educational requirements for students to acquire a High School Diploma.
- **Must have a valid AZ Driver License and be insurable under the Nations Insurance Policy.**

DUTIES AND RESPONSIBILITIES

- Develop a strong and cooperative work relationship with teachers to identify specific areas in which the student may need extra assistance in fulfilling their academic requirements.
- Establish an open line of communication with parents, informing them of their child's progress and assisting with ways to enable them to help their child with his/her studies.
- Work in a specified designated area, other than the student's home, for the purpose of providing tutorial services for eligible JOM students.
- Attend appropriate meetings to keep key personnel informed of the progress of the tutoring component of the JOM students.
- Prepare a written monthly report identifying those students utilizing the JOM tutoring program.
- Attend workshops, seminars and other appropriate job related trainings, when possible, to enhance the abilities of the tutor and the effectiveness of the tutorial services being provided.
- Establish a quarterly incentive program to recognize those students with good attendance and good grades.
- Provides after school tutoring as needed.
- Provide JOM Manager with quarterly grades and attendance reports.

PAY RATE: \$10.40 per hour

POSITION STATUS: Part-time; No benefits included except 401K.

OPEN UNTIL: Friday, February 17, 2012

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian Tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING**