

KARUK TRIBE HOUSING AUTHORITY

P.O. Box 1159 • 635 Jacobs Way
Happy Camp, CA 96039
Ph: (530) 493-1414 • Fax: (530) 493-1415



1836 Apsuun Street
Yreka, CA 96097
Ph: (530) 842-1644 • Fax: (530) 842-1646

Vacancy Announcement

- Title:** Tutor
- Reports To:** Resource Development Manager
- Location:** Yreka, Housing Computer Center
- Salary:** \$10.00 to \$12.00 per hour, depending on experience
- Schedule:** Tutoring: 8 hours per week, while school is in session.
Computer Center: 20 hours per week.
- Summary:** The Tutor shall provide assistance for the students on any assignments, activities, or projects in any academic field as needed, and shall keep detailed records on attendance, progress and goals of the program, as well as progress and goals for the students, and other duties as assigned by the Karuk Tribe Housing Authority and the Resource Development Manager. Shall provide Education Center supervision in the absence of the Resource Development Manager as needed.
- Classification:** Part Time, 28 hours per week (plus On Call as needed), Regular, Non Exempt

Application Deadline: 5pm, Monday, April 27, 2015

Native American applicants who are low income may qualify for On the Job Training (OJT) Assistance through NCIDC. In addition to submitting all application documents, please contact Joyce Jones at (530) 842-6157 for an intake prior to the closing date.

Applications are available at all Tribal Offices or on the internet at www.karuk.us/ The Karuk Tribe's Tribal Employment Rights (**TERO**) **Preference and Drug & Alcohol Policy** apply. If selected, applicants must successfully pass a pre-employment drug screening test and criminal history check.

Job Descriptions are available online at www.karuk.us/ or by contacting the Human Resources Department at: Telephone (530) 493-1600 ext. 2016, Fax: (530) 493-5322, Email: mspence@karuk.us

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Responsibilities:

1. Shall assist students, grades K-12, with any assignments, activities, projects, reports, or school related work.
2. Shall coordinate with Resource Development Manager to assess the needs and requirements of the program on a monthly basis.
3. Shall supervise all students.
4. Shall review each student's schoolwork assignment, assisting with corrections.
5. Shall teach students basic computer skills and operations of computer software/programs.
6. Shall keep daily record of attendance, student progress, subjects that each student required assistance, and other duties as assigned.
7. Shall prepare a monthly report of progress and a short program assessment.
8. Duties may include working on site at the local elementary school.
9. Shall complete, and file with the Resource Development Manager, a career goals assessment with all students in 6th grade and above.

10. Shall provide Education Center supervision in the absence of the Resource Development Manager, as needed.
11. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

Qualifications:

1. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
2. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
3. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Demonstrates the ability to understand and follow oral and written instructions.

Requirements:

1. Non-students must possess high school diploma or equivalency. AA Degree preferred.
2. Current students must have 2.5 GPA or higher.
3. Must have minimum of one (1) year experience in working with students, grades K-12.
4. Must possess demonstrated Math skills at or above the 6th grade level.
5. Must have knowledge necessary for tutoring in Math, English, Science, History, Arts, Computers, Native American Studies, and other areas as needed.
6. Must possess basic computer skills, and have knowledge of Microsoft Office on a PC computer.
7. Must adhere to confidentiality policy and be knowledgeable of Family Educational Rights and Privacy Act (FERPA).
8. Must successfully pass a pre-employment drug screening test and criminal history check.

Tribal Preference Policy: In accordance with the TERO Ordinance, Tribal Preference will be observed in hiring. Positions with the Karuk Tribe Housing Authority will also be subject to preference in accordance with applicable NAHASDA and Indian Self Determination and Education Assistance Act criteria.

Board Approved: November 5, 2012, Revised July 21, 2014

Council Approved: November 29, 2012

Chairman's Signature: _____

Employee's Signature: _____