

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

Salary: \$11.00 per hour

Hours: Tutoring: Tuesday through Friday 2:30-4:30pm). Additional hours may be required as needed for Center supervision.

Classification: Temporary, Part Time On-Call, Non Exempt

Summary: **(May 1 through June 4), (8 to 10 hours per week)** 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. Tutor shall provide Education Center supervision in the absence of the Resource Development Manager as needed.

Application Deadline: 5pm Friday April 04, 2014

Job descriptions and applications are available online at: www.karuk.us/jobs, or Human Resource Manager, Karuk Tribe, Post Office Box 1016, Happy Camp, California 96039.

- Telephone (530) 439-1600, ext: 2010
- Fax: (530) 493-1611, or (530) 493-5322
- Email: icolegrove@karuk.us

The Karuk Tribe's **(TERO) Preference, AND KTHA residential preference apply, Drug & Alcohol Policy** apply. If selected, applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

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

Position Description

Title: Temporary Tutor

Reports to: Resource Development Manager

Location: Yreka

Salary: \$11.00 per hour

Hours: Tutoring: Tuesday through Friday 2:30-4:30pm). Additional hours may be required as needed for Center supervision.

Classification: Temporary (May 1 through June 4), Part Time (8 to 10 hours per week)/On Call, Non Exempt

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.

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.

Resident Preference: The Karuk Tribe Housing Authority shall give preference to qualified individuals residing within the KTHA housing communities. This preference shall not supersede tribal preference.

Board Approved: November 5, 2012

Council Approved: November 29, 2012

Chairman's Signature: _____

Employee's Signature: _____