



OWENS VALLEY CAREER DEVELOPMENT CENTER

Economic Development, Family Literacy, Language program,
Tribal TANF, Vocational Education
2574 Diaz Ln. - P.O. Box 847 - Bishop, CA 93514 - (760)873-5107

POSITION TITLE: Academic Tutor
CLASSIFICATION: Non-Exempt, Part Time
DEPARTMENT: TANF
SUPERVISOR: TANF Site Manger
PAY RATE: \$19.00 to \$26.73 per hour

Position Summary:

Under the supervision of the TANF Site Manager, this staff member will assist with tutoring in basic skills (reading, writing and math) and guide and assist students with homework, problem solving, report writing, and test preparation.

This list of duties and responsibilities is illustrative only of the duties performed by this position and is not all-inclusive. Each classification may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.

Essential Duties & Responsibilities:

- Provides one-to-one or group tutoring.
- Assist in quarterly collection of report cards to review student progress and ensure comprehension of the curriculum they are assigned.
- Provide local and occasional out of the area program assistance and transportation to students as necessary.
- Assist in writing and planning in addition to any final reporting of internal activity plans.
- Ability to communicate with local schools and parents/caretakers on child academic progress.

Minimum Qualifications:

Associates Degree in Education, or related tutoring discipline, one year tutoring experience; or any equivalent combination of education and experience that could likely provide the required knowledge, skills and abilities to perform the duties of the position. Experience working with Native American children preferred. Must be at least 18 years of age. Shall possess and maintain a valid California Class C drivers' license, and qualify for employer insurability, throughout the course of employment. Must obtain and maintain Mandated Reporter Certification, CPR/First Aid, and Food Handlers Certificate or be able to obtain during probationary period. Must successfully pass a pre-employment drug/alcohol screen, background investigation, employment and education verification, and some sites may require state fingerprinting.

Knowledge, Skills and Abilities:

- Experience and knowledge working with programs that offer educational services to Native American communities. Demonstrated previous success in the delivery of educational services to Native American children.

- Strong academic skills, knowledge and experience in effective instructional strategies/techniques, and previous use of educational technology (i.e. computer-based, audio, etc...).
- Strong oral, written, time-management and organizational skills.
- Ability to work independently, with minimal direction, as well as work with a team.
- Knowledge of and familiarity with modern office practices, methods, procedures and automated systems.
- Must be able to demonstrate proficiency in the Kindergarten through 12th grade subject areas including: math, science, social studies, reading and writing.
- Knowledge of general goals and purpose of Owens Valley Career Development Center programs and services.

Physical Demands:

While performing the duties of this job, the employee regularly is required to stand; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk. The employee occasionally is required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

Work is generally performed in an office/classroom setting with a moderate noise level. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.

Native American Indian Preference:

Native American Indian preference shall apply to all positions at OVCDC pursuant to the Indian Self-Determination and Education Assistance Act (24 USC 450, et. seq.), 25 CFR 271.44, applicable Tribal Employment Rights Ordinances, and other relevant laws.