OWENS VALLEY CAREER DEVELOPMENT CENTER

Family Literacy, Language Program, Early Head Start
Tribal TANF, Career Education
2574 Diaz Lane ▪ P.O. Box 847 ▪ Bishop, CA 93514 ▪ (760)873-5107

POSITION TITLE: **After School Program Tutor**
CLASSIFICATION: **Non-Exempt**
DEPARTMENT: **TANF**
SUPERVISOR: **Site Manager**
PAY RATE: **NE3 $18.76 to $24.53 per hour**

Position Summary:

Under the supervision of the Site Manager, this staff member will assist with tutoring in basic skills (reading, writing, and math), 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.

Essential Duties & Responsibilities:

- Work with Lead Tutor to provide effective tutoring support for after school program students and help students develop study strategies and individualized tutoring goals and study strategies.
- Review with each student during their first study session to establish parameters of the tutoring relationship and demonstrate commitment to their learning.
- Assist students in the areas in which they are struggling academically.
- Exhibit patience and a positive attitude that promotes an atmosphere conducive to student learning and achievement that includes cultural understanding and reinforces the student's self-esteem.
- Monitor student academic progress and student understanding of academic subjects.
- Maintain contact with parents of the children they work with and share any relevant information.
- Organize transportation of students from the tutoring center to their designated drop off areas as needed.
- Observe and document persistent academic or learning concerns and notify the Lead Tutor for appropriate referral and follow-up.
- Provide monthly or quarterly reports on each assigned student's progress.
- Attend meetings, trainings, and pertinent workshops.
- Prepare healthy snacks for students arriving for after school tutoring.
- Maintains files, databases, and electronic files.
- Contributes to a team effort and accomplishes related results as required.
- Consistently exercises judgment and responds accordingly.
- Consistently maintains a professional and courteous demeanor.
- Performs other duties as required.

Minimum Qualifications:

High School Diploma or GED required and a minimum of one year experience in tutoring, classroom assistance, after school programming, or a related setting. 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 with Native American children preferred. Must be at least 18 years of age. Shall possess and maintain a valid Class C drivers' license and qualify for employer insurability, throughout the course of employment. Possess or

obtain First Aid and CPR Certification and Food Handlers Certificate within six months of employment. Must successfully pass a pre-employment drug/alcohol screen, and background check.

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 (computer-bases, audio, etc.).
- Strong oral and written communication skills, 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 subject areas: math, science, social students, reading, and writing.
- Knowledge of general goals and purpose of Owens Valley Career Development Center programs and services.
- Strong organizational skills.
- Ability to motivate youth.
- Ability to communicate effectively in the English language both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to represent organization in a professional manner, building respect and confidence in the community.
- Ability to use judgment to plan and accomplish goals.
- Ability to maintain confidentiality.
- Ability to handle multiple tasks and meet deadlines.
- Ability to carry out instructions furnished in verbal or written format.
- Must be able to pass a thorough background investigation including driving record, criminal background, employment and education verification.

Physical Demands:

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

Work Environment:

Work is generally performed in an office setting with a moderate noise level.

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.