

## **JOB DESCRIPTION**

Job Number – 048

<b>JOB TITLE:</b>	<b>Del Norte Indian Education Center (DNIEC) Tutor</b>
<b>JOB LOCATION:</b>	Crescent City, CA
<b>SUPERVISOR:</b>	Program Coordinator
<b>SUPERVISES:</b>	N/A
<b>FLSA STATUS:</b>	Non-exempt
<b>COMPENSATION:</b>	\$18.00

**SUMMARY:** Located on the beautiful North Coast, the Northern California Indian Development Council, Inc. is a private nonprofit corporation that annually provides services to 14,000 to 15,000 clients statewide. NCIDC was established in 1976 to research, develop, and administer social and economic development programs designed to meet the needs of Indian and Native American Communities; to provide support and technical assistance for the development of such programs, and the conservation and preservation of historic and archeological sites and resources.

Under the supervision of the Northern California Indian Development Council's (NCIDC) Assistant Director, the Tutor is responsible for providing tutorial services in all academic areas as well as cultural enhancement activities to enrolled children. This position requires well-developed communication skills and operational skills in Mathematics and Sciences.

### **DUTIES AND RESPONSIBILITIES:**

1. Provides tutorial services to individuals or small groups in all academic subject areas including Mathematics and Sciences.
2. Supervises and assists individuals and/or groups during program activities such as field trips, regalia making, canoe building, traditional fishing activities, summer camp, etc.
3. Assists in planning, organizing, scheduling, and implementing tutor training activities.
4. Maintain daily student contact sheet, student attendance records, record academic progress of student(s), and/or teacher/school/district as required.
5. Maintains database of program participants.
6. Attends and participates in staff meetings and parent meetings as appropriate.
8. Is a positive role model for youth and peers.
9. Works under the supervision of the Assistant Director.
10. Assists in program development and evaluation.
11. Assists in planning, scheduling, organizing, and implementing program activities.
12. Uses self-initiative/motivation in the absence of the Site Supervisor.
13. Performs other related duties as assigned.

### **EDUCATION/EXPERIENCE:**

1. High school diploma or equivalent (GED) is required.
  2. High school diploma or GED with one year specified experience. Employee must be willing to acquire any special certifications or attend any training that is determined to be relevant or becomes required of the position in the future.
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**MINIMUM QUALIFICATIONS:**

1. Must have knowledge of local Native American culture and have the ability to work with students, parents, school personnel, peers, and program staff.
2. Must have a dependable work history and attendance record.
3. Must have the ability to travel within designated service area.
4. Must have a positive attitude toward education and be able to serve as a positive role model for program participants.
5. Prefer applicants to have six months to three years of tutoring experience.

**CONDITIONS OF EMPLOYMENT:**

1. All applicants are subject to NCIDC's Drug and Alcohol Policy including pre-employment screening.
2. Valid state issued driver's license and/or the ability to obtain a California license. Must be insurable on the agency's insurance policy.
3. Must pass a background investigation and fingerprint clearance.

**LANGUAGE ABILITY:** Ability to read and comprehend complex instructions, correspondence, and memos. Ability to write complex correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.

**MATH ABILITY:** Basic math skills. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to calculate and figure amounts such as discounts and percentages.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standard situations.

**EQUIPMENT/COMPUTER SKILLS:** To perform this job successfully, an individual should have knowledge of word processing software and spreadsheet software. Basic internet usage. Ability to use a MAC computer is preferred but not required.

**CERTIFICATES AND LICENSES:** California Driver's License, clean DMV record. Valid vehicle insurance.

**WORK ENVIRONMENT:** The noise level is usually moderate.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands finger, handle or feel. Be able to reach with hands and arms and talk and hear. The employee must occasionally lift and/or move up to 45 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ACKNOWLEDGMENT:** I have read the job description and fully understand the requirements set forth therein. I hereby accept this position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

The job duties, elements, responsibilities, skills, functions, experience, education factors, requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that the employ may be required to perform. The employer reserves the right to revise this job description at any time and require employees to perform other tasks as circumstances or conditions of its business, competitive considerations or a work environment change. I further understand that my employment is at-will and thereby understand that the employer or I may terminate the employment relationship at any time, with or without cause.

*Native American Hiring Preference will be given to qualified American Indians per Policy Statement 915.027 on Indian Preference under Title VII.*