



## JOB DESCRIPTION

**Bishop Paiute Tribe  
Bishop, California**

**Position:** Tutor Coordinator  
**Department:** Education  
**Supervised by:** Education Director  
**Pay Grade:** NE4 \$21.46-\$27.89 Hourly (\$44,627.90-\$58,016.27) DOQ  
**FLSA:** Full-Time; Non-Exempt

**Position Summary:** Under the supervision of the Education Director, the Tutor Coordinator will coordinate and plan out the tutoring services between student participants and the Bishop Indian Education Center tutoring staff. This position will monitor student attendance and progress and keep steady and proficient communication between students, parents, administrators, and teachers. The Tutor Coordinator will also organize and implement tutoring activities between both students and parents.

**Indian Preference:** *The Bishop Paiute Tribe is an Equal Opportunity Employer within the confines of the Native American Preference and the Bishop Paiute Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.*

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

### **Job Duties:**

- Coordinate tutorial assistance between students and Tutors in the areas of mathematics, reading and other areas of study pertinent to the academic achievement of the student's participants.
- Maintains and tracks attendance and progress with weekly reports on each assigned student's progress.
- Act as liaison between local education agency, Title VII Native American liaisons, parents, and students.
- Organize the transporting of students from the tutoring center to their designated drop off areas.
- Provide academic counseling to K-12 students at school and center.
- Provide tutoring to students K-12.
- Compile and maintain records of events and activities, maintain student contact log for monthly and quarterly and yearly reports.
- Assist Director with program planning, implementation, operation, including budgets.
- Conduct research to disseminate information to students and parents regarding academic achievement.
- Organize the transporting of students from the tutoring center to their

designated drop off areas.

- Attend meetings trainings, workshops, and assists with program wide events and site-based family activities.
- Must be able to work evenings, weekends, and holidays as needed.
- Supervise tutors in making sure they follow tutoring guidelines and carry out their daily responsibilities with participants.

### **Experience and Education:**

- Associate degree or higher in an Education related field or any equivalent combination of education and experience.
- Two years working with Native youth.

### **Other Requirements:**

- Must have a valid California Driver's License and be insurable under Tribal Insurance.
- Must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity.
- Strong leadership skills.
- Obtain CPR and First Aid certification and a food-handling certificate, or willing to take classes immediately upon hire.
- Must be computer literate and able to operate specific educational software.
- Must comply with the Bishop Paiute Tribe's organizational policies.

### **Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- *Decision Making* – the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make the responsible decision.
- *Interpersonal Skills* - the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things; ability to interact and maintain good working relationships with individuals of varying cultural and social backgrounds.
- *Analytical Skills* - Ability to analyze operational, statistical, and financial information and draw logical conclusions; compare and interpret facts and figures.
- *Communication* – Ability to communicate clearly both verbally and in-writing; ability to write clear and concise reports, memoranda, directives, and letters.
- *Customer Oriented* – the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
- *Time Management* – the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- *Detail Oriented* – the individual demonstrates accuracy and thoroughness and monitors their own work to ensure quality.
- *Adaptability* – the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- *Reliability* – the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- *Organized* – the individual maintains a clean and organized workspace and projects.
- *Motivated* – the individual inspires self and others to get the job done and follow through on tasks.
- *Technology Skills* – Operates various word-processing, spreadsheets, MIP and database

software programs in a Windows environment.

- *Safety Oriented*– Observes surroundings to maintain a safe work environment for participants and co-workers.

**Physical Demands/Work Environment:**

The employee regularly is required to stand, walk, and sit; use hands to finger, handle, or feel; reach with hands or arms; and talk or hear. The employee occasionally is required to climb or balance; stoop, kneel, crouch or crawl. The employee may occasionally be required to lift and/or carry up to 50 lbs. Work is generally performed in an office setting and occasionally in an outdoor environment. Tutoring schedules and multiple demands are common. Travel is required for training, meetings, conferences, presentations, and other events. Frequent driving to sites, training, and home visits sometimes in outlying areas.

**Signatures**

This job description has been approved by all levels of management:

Manager: \_\_\_\_\_

HR: \_\_\_\_\_

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_