Please read below the application requirements for the enclosed positions.

Disclaimer
The job description/s has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.
This document does not create an employment contract, implied or otherwise; employment in this job is an “at will” employment relationship.

SELECTION PROCESS:
All Tunica-Biloxi Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant’s qualifications and experience as it applies to this position. Applicant’s who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified and be eligible for an interview.

Complete tribal employment applications and resumes will be accepted until the closing date of the posting. Resumes received after the closing date will not be considered for the position.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:
- Tribal employment application that is complete and provides all information requested; or
- Cover letter explaining your qualifications and experience relevant to the functions of this position; and
- Personal resume identifying your qualifications and experience relevant to the functions of this position.

Qualified Native Americans will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (25 U.S. 450, ET. Seq) including other relevant laws. In accordance with Title VII of the 1984 Civil Rights Act, Sections 701(b) and 703(1), preference in filling all vacancies may be given to qualified American Indian candidates. In other than the proceeding situations, the Tunica-Biloxi Tribe is an Equal Opportunity Employer (EOE). Tribal and/or Indian preference applicable in accordance with Title XX of the Tribal Code of the Tunica-Biloxi Tribe of Louisiana.

SUBJECT TO TRIBAL DRUG FREE WORKPLACE TESTING POLICIES

To apply for this position, interested candidates must submit their completed application, or cover letter and resume to
Tunica-Biloxi Tribe of Louisiana
Attn: Human Resources
150 Melacon Rd.
Marksville, La. 71351
HR@tunica.org
Job Position: Tutor
Division: Education
Posting Date: January 24, 2020
Status: Part-time/Non-Exempt
Salary: $25 per hour
Closing Date: February 3, 2020

Job Description

Summary:
The Tunica-Biloxi Education Program (TBEP) encourages and prepares its participants to stay in school, progress in school, and complete school with the offer of the following services and activities: Individual Tribal Education Plan (ITEP), Tutoring Services, Mentoring, Student Advocacy, Career/College Planning, and Cultural Enrichment. Program participants who are in grades six to twelve have the benefit of innovative programs related to their educational needs.

Essential Duties and Responsibilities:
Under the guidance, direction, and supervision of the Director of Development and Programming, the duties and responsibilities of the Linguist include, but may not be limited to, the following:

- Assist in mastery of subject concepts/application
- Review homework and check completed assignments
- Provide individual and group tutoring
- Conduct critical thinking (problem solving) and life skills exercises
- Document and report student performance
- Evaluate student and group performance
- Attend Tutor Staff Meetings
- Perform related duties as required

Competencies:
To perform the job successfully, an individual should demonstrate the following competencies:

- Excellent communication and organization skills.
- Ability to establish and maintain effective rapport with students and staff.
- Sensitive to students' abilities and needs. Energetic and outcome-oriented.
- Be able to provide hands-on activities and research opportunities/ideas.

Qualifications:
To perform this job successfully, an individual must be able to perform the Essential Duties and Responsibilities. The requirements listed below are representative of the knowledge, skill, and/or abilities that are required. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties and Responsibilities.
Minimum Education and Experience:
- Bachelor’s degree with concentration in the field of learning development and/or in the assigned teaching field. Knowledge of effective classroom management and instructional techniques.
- State certified in high school math
- **SPED Grades 6-12:** Must possess teacher certification & meet the requirements of Louisiana Standards for State Certification of School Personnel for SPED.

Preferred Experience:
Prior experience working with and/or teaching students in grades 6-12. Certified Teachers preferred.

Language Ability:
- Ability to read, analyze, and interpret general, culturally specific and business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence and procedure manuals.
- Ability to effectively present information and respond to questions from groups of students, youth and adult tribal members and the general public.
- Ability to manage quality control with accuracy and thoroughness and monitor own work to ensure quality.

Math Ability
Must be a subject matter expert in the following areas:

**Grades 6-8:**
- Avoyelles Parish Core and Elective Courses

**Grades 9-12:**
- **Math:** Math, Algebra I, Geometry, Algebra II, Pre-calculus, Calculus, Statistics
- **Science:** Biology I/II, Chemistry I/II, Physics, Anatomy & Physiology, Environmental Science, Forensic Science and Computer Science with labs
- **Test Prep:** State and National Standardized Tests

**SPED Grades 6-12:** Avoyelles Parish Core/Elective Courses, Life/Social Skills, and Employability Skills

Computer Skills
- To perform this job successfully, an individual should have a working knowledge of word processing and publishing software; spreadsheet software; internet software and human resource systems.

Equipment, Machinery, Tools and Material Utilization
- Requires the ability to use, operate and/or handle equipment such as computer, copier, calculator and telephone. This is not an inclusive list.
Work Environment:
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is frequently required to stand, walk and sit for long periods of time.