



Job Position: Tutor	Status: Part-Time/ Non-Exempt
Division: Education Department	Salary: Based on Experience
Posting Date: September 10, 2020	Closing Date: September 25, 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.

Tutors will provide academic support through tutoring in core and elective subjects, standardized test prep, and life/study skills for grades 6 - 12 TBEP participants.

Essential Duties and Responsibilities include 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
- Performs other duties assigned.

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
- Knowledge of effective classroom management and instructional techniques

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Bachelor's degree with concentration in the field of learning development and/or in the assigned teaching field required.

Prior experience working with and/or teaching students in grades 6-12.

Certified Teachers preferred

Certificates and Licenses:

- Must possess valid state driver's license
- Must successfully pass a criminal background check.
- Must possess teacher certification & meet the requirements of Louisiana Standards for State Certification of School Personnel for SPED.

Supervisory Responsibilities:

This job has no supervisory responsibilities.

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.

The employee typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Employee may encounter frequent interruptions throughout the work day.

This position requires standing, walking, bending and lifting for long periods of time.

This is not an exhaustive list of all duties and responsibilities associated with it. The Tunica Biloxi Tribe of Louisiana reserves the right to amend and change responsibilities to meet business and organizational needs.

**PREFERENCE WILL BE GIVEN TO QUALIFIED NATIVE AMERICAN INDIANS.
Proof of tribal citizenship is required to be deemed preference eligible.**

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. Applications and 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.

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
OR
HR@tunica.org