

**\* \* \* JOB ANNOUNCEMENT \* \* \***

**POSITION:** After School Tutor Teacher  
**SALARY:** \$9.00 - \$10.00 per hour  
**DATE OPEN:** November 9, 2020  
**DATE CLOSED:** November 18, 2020

**JOB SUMMARY:**

The general responsibility of the tutor is to provide intensive and extensive tutorial services for the middle and high school students as well as grade school levels. The hours will be from 3:00 p.m. – 7:00 p.m. Monday-Thursday, depending on the number of students utilizing the program.

**DUTIES AND RESPONSIBILITIES:**

To tutor students in assigned studies as directed by the classroom teacher and provide students with one-on-one instructional time. To help students develop a more positive attitude toward school, build individual students' self-confidence and aide students in effective learning.

Provide academic assistance to assigned students, either in a group or individual setting.

Become a liaison with the teacher and parent(s) of the children. Provide evaluations and other reports to teacher/parents.

Be responsible for maintaining records on each student who is being tutored including follow-up and periodic assessment.

Assist with developing self-confidence, motivation and raise self-awareness to reduce anxiety in fear of failure relating to their academic work.

Assist students in achieving a better understanding of specific subject material and improving academic capabilities in designated areas.

Help students develop the study skills necessary for academic success.

Establish and maintain rapport with the students, parents, and teachers and serve as a role model for the students.

Assist in designing and implementing class cooperative projects and instruct students to use and care for equipment used for the program.

Maintain a weekly schedule of available hours for students to do computer work. Keep regular and accurate records of tutoring sessions using the appropriate forms.

Must maintain a high level of responsibility, reliability, and punctuality.

### **QUALIFICATIONS:**

- Must be 18 years of age and have a high school or GED diploma.
- 2 or 3 years of College education encouraged (preferably in education)
- Competent tutorial skills in curriculum subjects' areas K-12.
- Mature judgment in making student behavior management strategies.
- Ability to establish and maintain a good rapport and appropriate communication with student, staff, and parents.
- Ability to motivate children and build self-esteem through positive interpersonal relationships.
- Must pass a background check.
- Must have a clean driving record.
- **Must provide a valid Nevada driver's license.**
- **Must provide copy of driving record from Nevada DMV.**

### **INDIAN PREFERENCE:**

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). Indian Preference will be given to qualified Elko Band Enrolled members first, in accordance with the Elko Band Personnel Policy. However, the Elko Band Council is an Equal Opportunity Employer, and all qualified applicants will be considered in accordance with the provisions of Section 703 (1) of Title VII of the Civil Rights Act of 1964, amended in 1991.

### **APPLICATIONS:**

Employment applications may be obtained at the Elko Band Administration Office located at 1745 Silver Eagle Drive, Elko, NV 89801. Any questions regarding job openings or the application process contact Elko Band HR by calling (775)-738-8889.

**INCOMPLETE APPLICATIONS WILL BE DENIED. You must submit a copy of valid driver's license and driving record with your application or it will be considered incomplete.**