



# ELKO BAND COUNCIL

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

**POSITION:** Tutor-Aide I (Part-Time 2-5 hours a day)  
**SALARY:** \$11.00 per hour  
**OPENING DATE:** February 24, 2022  
**CLOSING DATE:** March 04, 2022

### DEFINITION:

The Tutor Teacher Aide II assists the Afterschool Program Coordinator and staff to develop an appropriate tutorial curriculum and plan activities that are consistent with the mission of the program. The Tutor Teacher Aide II will be responsible for assisting in the operation of the Afterschool Education Program in improving school success for students' grades K – 12.

### TYPICAL DUTIES:

- Assist in facilitating the personal, social, and intellectual development of the students.
- Assist in monitoring student progress and maintaining a daily log.
- Assist in preparing instructional materials and supplies for use in program.
- Assist in communicating effectively with students, parents, community, and Administrative Staff.
- Assist in establishing a positive learning environment and respond to the individual needs of the students.
- Assist in helping students develop a cheerful outlook toward school, build individual students' self-confidence and effective learning.
- Assure that the classroom is clean, neat, and tidy for student use.
- Perform other duties assigned by supervisor.

### QUALIFICATIONS:

- Must be a High School Senior and/or have a High School Diploma and/or equivalent.
- Must possess strong higher math skills.
- Competent tutorial skills in curriculum subjects' areas K-12.
- Strong computer skills and general office procedures.
- Ability to motivate children and build self-esteem through positive interpersonal relationships.
- Ability to establish and maintain a good report and appropriate communication with students, staff, and parents.
- Must pass a background check.

### **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). 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:**

Applications may be obtained at the Elko Band Administrative Office located at 1745 Silver Eagle Drive, Elko, Nevada 89801 or by calling (775) 738-8889.