

JOB DESCRIPTION

Job Title:	Tutor	Prepared by:	E. Brierty
Department:	Education	Date Prepared:	07/02/2021
Reports To:	Director, Education	HR Approval/Date:	L. Williams 07/02/2021
Status:	Non-Exempt		

SUMMARY

The San Manuel Education department strives to ensure the quality of overall educational services, programs, and initiatives provided to San Manuel Tribal Citizens. The Tutor acts as an after-school intervention specialist to provide instruction in all subject areas (language arts, mathematics, science, social studies, foreign language), with a focus on math and science. The Tutor works under the general supervision of the Assistant Director of Education, and primarily assists students in grades 6-12.

<u>Essential Duties & Responsibilities</u>	Estimated % of Time
1. Assists students with the completion of daily homework through one on one and group tutoring. Provides instruction for use of basic computer technology. Consults with students regarding individual subject needs.	20%
2. Prepares and delivers curriculum for multi-aged, multi-subject instructional programs, which cover academic preparation and academic skills building. Assists in the planning, preparation and facilitation of the San Manuel Summer Academy.	15%
3. Assists in the planning, preparation and facilitation of cultural enrichment programs with the Assistant Director of Education and The Serrano Language Revitalization Project.	15%
4. Prepares and delivers special lectures, discussions, and workshops on academic subject matters to increase students' skills, knowledge, and competencies. Prepares and delivers additional lectures, discussions, and workshops such as citizenship, civics, career education, and life skills to enrich students' lives holistically.	10%
5. Creates and assembles materials needed for all academic and cultural enrichment instructional programs. Tests and grades students on academic skills, knowledge, and competencies. Prepares and manages student performance tracking system.	10%
6. Schedules and facilitates parent conferences/Open House to discuss the student's progress, development, strengths, and weaknesses. When requested by Tribal Parents, schedules and facilitates teacher conferences to discuss student's progress, performance, development, and areas of improvement needed.	10%
7. Locates and organizes external resources for special workshops and programs for students.	5%

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| 8. | Plans and facilitates special events for the students and their families such as the Halloween Carnival, Christmas Party, and the College Fair. Plans and chaperones fieldtrips for students. | 5% |
| 9. | Assists the Assistant Director of Education in managing tutoring volunteers. | 5% |
| 10. | Performs other duties as assigned to support the efficient operation of the department. | 5% |

100%

EDUCATION/EXPERIENCE/QUALIFICATIONS

- Bachelor’s degree from an accredited college/university is required.
- Minimum of two (2) years of related experience is preferred.
- Equivalent combination of education and progressive, relevant and direct experience may be considered in lieu of minimum educational/experience requirements indicated above.
- Beginning to Intermediate proficiency in a foreign language is preferred (Spanish and French).
- Single Subject Teaching credentials or supplemental credential in math is preferred.
- Experience in childhood development and student enrichment services is preferred.
- Knowledge of and experience with Indian Tribes is preferred.

CERTIFICATES/LICENSES/REGISTRATIONS

- At the discretion of the San Manuel Tribal Gaming Commission, you may be required to obtain and maintain a gaming license.
- A qualified candidate/employee must have a valid driver’s license with an acceptable driving record as determined by the company’s insurance carrier.
- As a condition of employment with the San Manuel Band of Mission Indians Education Department, incumbents are required to undergo and successfully pass pre-employment and annual post-employment background investigation including, but not limited to, Live-Scan fingerprinting, drug screening and criminal history background check.
- Must successfully undergo and maintain a current negative tuberculosis (TB) test.

PHYSICAL REQUIREMENTS/ WORKING CONDITIONS – ENVIRONMENT

The physical demands and working environment described here are representative of those that an employee encounters and must be met by an employee to successfully perform the essential functions of this job.

- Primary work environment is in a climate-controlled office setting.
- Work requires travel to attend meetings, trade shows, and conferences.
- Must be able to work in a fast paced, high demand environment.
- Sedentary work; involves sitting most of the time. Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Hearing sufficient to hear conversational levels in person and over the telephone.
- Speech sufficient to make oneself heard and understood in person, in front of groups, in meetings, and over the telephone.
- Visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned, or to make general observations of facilities, guests and employees. Use close, distance, peripheral vision, and depth perception.
- Strength sufficient to frequently lift and/or move up to 10 pounds below or at waist level and occasionally lift; move or carry objects over 40 pounds below and at waist level with assistance.

- Mobility sufficient to safely move in an office environment; walk, stoop, bend, kneel, enter and exit.
- Endurance sufficient to maintain efficiency throughout the entire work shift and during extended work hours.
- Endurance sufficient to sit, walk and stand for extended periods, and maintain efficiency throughout the entire work shift and during extended work hours.
- The employee may be exposed to fumes or airborne particles including secondhand smoke.

San Manuel Band of Mission Indians and San Manuel Casino will make reasonable accommodations in compliance with applicable law.